Using Help

About Help

Adobe Systems Incorporated provides complete documentation in an Adobe PDF-based help system. This help system includes information on all tools, commands, and features of an application. It is designed for easy on-screen navigation and can also be printed and used as a desktop reference. Additionally, it supports third-party screen-reader applications that run in a Windows environment.

Navigating in Help

Help opens in an Adobe Acrobat window with the Bookmarks pane open. (If the Bookmarks pane is not open, click the Bookmarks tab at the left edge of the window.) At the top and bottom of each page is a navigation bar containing links to this page (Using Help), the table of contents (Contents), and the index (Index).

To move through pages sequentially, you can click the Next Page ▶ and the Previous Page ◀ arrows; click the navigation arrows at the bottom of the page; or click Back to return to the last page you viewed.

You can navigate Help topics by using bookmarks, the table of contents, the index, or the Search (Acrobat 6) or Find (Acrobat 5) command.

To find a topic using bookmarks:

1 In the Bookmarks pane, click the plus sign (+) (Windows) or the right-facing arrow (Mac OS) next to a bookmark topic to view its subtopics.

2 Click the bookmark to go to that topic.

To find a topic using the table of contents:

1 Click Contents in the navigation bar.

2 On the Contents page, click a topic to go to that topic.

3 To view a list of subtopics, click the plus sign (+) (Windows) or the right-facing arrow (Mac OS) next to the topic name in the Bookmarks pane.

To find a topic using the index:

1 Do one of the following:

• Click Index in the navigation bar, and then click a letter at the top of the page.

• In the Bookmarks pane, expand the Index bookmark to view the letter subtopics; then click a letter.

2 Locate the entry you want to view, and click the page number to go to that topic.

3 To view other entries for the same topic, click Back to return to the same place in the index, and then click another page number.

To find a topic using the Search command (Acrobat 6):

1 Choose Edit > Search.

2 Type a word or phrase in the text box and click Search. Acrobat searches the document and displays every occurrence of the word or phrase in the Results area of the Search PDF pane.

To find a topic using the Find command (Acrobat 5):

1 Choose Edit > Find.

2 Type a word or phrase in the text box and click Find. Acrobat searches the document, starting from the current page, and displays the first occurrence.

3 To find the next occurrence, choose Edit > Find Again.

Printing Help

Although Help is optimized for on-screen viewing, you can print selected pages or the entire file.

To print Help:

Choose File > Print, or click the Print icon in the Acrobat toolbar.

Contents

Addendum: Getting Started with Adobe Photoshop Album 2.0 Starter Edition

About Photoshop Album 2.0 Starter Edition

Welcome to the Adobe® Photoshop® Album Starter Edition application, the fast and easy way to organize your lifetime of photos so that you can instantly find the ones you want and share your experiences with anyone, anywhere. Photoshop Album 2.0 Starter Edition offers many of the important features found in Photoshop Album 2.0. This addendum supplements the Photoshop Album 2.0 Help and will get you started using Photoshop Album 2.0 Starter Edition immediately. For detailed information on using the Photoshop Album 2.0 Starter Edition and on the additional features in Photoshop Album 2.0, see the main Photoshop Album 2.0 Help.

Installing Photoshop Album 2.0 Starter Edition

To install Photoshop Album 2.0 Starter Edition, launch the installer and follow the on-screen instructions.

If Photoshop Album 1.0 or Photoshop Album 1.0 Starter Edition is already installed on your computer, Photoshop Album 2.0 Starter Edition installs and automatically creates a copy of your existing catalog. The original catalog file remains unaltered so you can continue using it with Photoshop Album 1.0 or Photoshop Album 1.0 Starter Edition.

Photoshop Album 2.0 Starter Edition cannot be installed on a computer that already has Photoshop Album 2.0 installed.

Note: *Photoshop Album 2.0 Starter Edition does not support certain Photoshop Album 1.0 and Photoshop Album 1.0 Starter Edition features such as creations; file formats other than BMP, JPEG, or TIFF; burning to CD or DVD; and the calendar view. Unsupported features will not show in the Photoshop Album 2.0 Starter Edition catalog. However, if you upgrade to Photoshop Album 2.0, all features unsupported in Photoshop Album 2.0 Starter Edition will be carried forward into the Photoshop Album 2.0 catalog.*

Starting Photoshop Album 2.0 Starter Edition

The first time you start the Photoshop Album 2.0 Starter Edition application, you'll be presented with the Adobe End User License Agreement window. Click Agree to continue using the application.

After closing the License Agreement, you're prompted to register online. Use the Registration Wizard to register and use your copy of Photoshop Album 2.0 Starter Edition.

Using the Quick Guide

By default, the Quick Guide window opens when you first start Photoshop Album 2.0 Starter Edition. The Quick Guide is a convenient starting point for key tasks in Photoshop Album 2.0 Starter Edition. Select a task by clicking an icon or tab in the Quick Guide Overview window. You can open or close the Quick Guide at any time while you're using Photoshop Album 2.0 Starter Edition.

To open or close the Quick Guide:

Choose Help > Quick Guide.

Getting photos into Photoshop Album Starter Edition

The first thing you'll probably need to do is get photos into Photoshop Album 2.0 Starter Edition. You might already have photos on your computer, or you might need to get photos from your digital camera.

To get photos from your computer's hard drive:

In the Photoshop Album 2.0 Starter Edition Quick Guide, click the Get Photos 📷 in the Overview tab or the Get Photos tab, and then click Search Drive 🔍. Follow the on-screen instructions to search for and import photos into Photoshop Album 2.0 Starter Edition.

To get photos from a digital camera or card reader:

1 Make sure that your camera or card reader is connected properly and turned on.

2 In the Photoshop Album 2.0 Starter Edition Quick Guide window, click the Get Photos 📷 in the Overview tab or the Get Photos tab, and then click Camera 📷. Follow the on-screen instructions to finish importing the photos into Photoshop Album 2.0 Starter Edition.

To get photos from specific files and folders:

In the Photoshop Album 2.0 Starter Edition Quick Guide window, click the Get Photos 📷 in the Overview tab or the Get Photos tab, and then click File Folders 📁. In the Get Photos from Files and Folders dialog box, select the files and folders you want, and then click the Get Photos button.

💡 For more details on getting photos into Photoshop Album 2.0 Starter Edition, including instructions for getting photos from a scanner or CD, see the Photoshop Album 2.0 Help.

# Viewing photos in Photoshop Album Starter Edition

Once your photos are in Photoshop Album 2.0 Starter Edition, they appear in the photo well as thumbnail images. You can adjust the appearance of the thumbnails by clicking the four buttons 🔲🔲🔲🔲 below the photo well.

Photoshop Album 2.0 Starter Edition also gives you different ways to sort your catalog in the photo well. In the options bar, you can choose from the following sort options in the Sort pop-up menu:

• Date (Newest First) to show the most recently taken or imported photos first. (Within a given day, the photos are still shown in the order they were taken, oldest-first). Newest-

first order is convenient when you need to attach tags to the photos you imported most recently.

- Date (Oldest First) to show all the photos in chronological order.
- Import Batch to display photos in the batches in which they were imported. Each batch is separated by a bar that displays information about the way you got the photos.
- Folder Location to display photos by the folders in which they are stored.
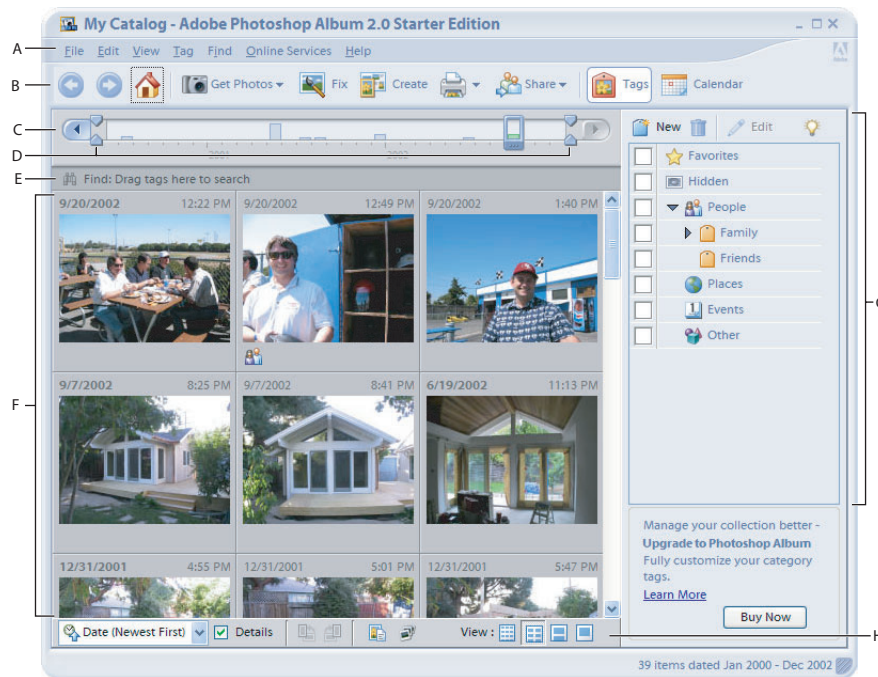
The Photoshop Album work area
A. Menu bar **B.** Shortcuts bar **C.** Timeline **D.** Timeline endpoint markers **E.** Find bar **F.** Photo well **G.** Tag pane **H.** Options bar

Above the photo well is the timeline. It helps you view and find photos by date. The height of each bar in the timeline shows the number of photos in each month, import batch, or folder. You can select a range of photos to view by clicking a bar or dragging the endpoints of the timeline.

In the options bar just under the photo well are controls for viewing photos and their properties. Among the controls is a View Slideshow ▱ button that instantly displays a slideshow of the photos you've selected in the photo well.

For more details on the Photoshop Album work area, see the Photoshop Album 2.0 Help.

Organizing your photos

Photoshop Album 2.0 Starter Edition automatically organizes your photos in the photo well based on when they were taken. However, you can enhance the organization, sorting, previewing, and finding of photos by using tags. You can use keyword tags to find photos based on the people in them, where the photo was taken, the event, and other characteristics of the photo that are important to you. When you tag your photos, you don't have to remember each photo's filename, date, or folder. Using tags also liberates you from filing your photos in folders by subject, and from renaming your photos and videos.

To use tags, you first need to open the Tag pane. Attach one or more tags from the Tag pane to a photo in the photo well by dragging and dropping them onto the photo. Tags don't change the photos they are attached to; they simply give you additional and more flexible ways of finding and organizing your photos.

To open the Tag pane:

Click the Tags button 🖼 in the shortcuts bar.

To create your own tag:

1 Click the New button 🗂 in the Tag pane and choose New Tag.

2 In the Create Tag dialog box, use the Category menu to choose which category or subcategory you want to list the tag under.

3 In the Name text box, type the name you want to give the tag.

4 In the Note text box, type any information you want to add about the tag. (For example, you could write that Mildred is your mom's elementary school friend who lives in New York.)

5 Click OK.

The tag appears in the Tag pane under the category or subcategory you selected.

Notice that the tag has a question mark icon 🖼. The first time you attach the tag to a photo, it will use that photo as its icon. You can change the icon to a different photo. For more information on changing the icon and for using tags, see the Photoshop Album 2.0 Help.

To attach a tag to a photo:

Drag the tag from the Tag pane onto the photo in the photo well.

Finding your photos

It's easy to find photos in Photoshop Album 2.0 Starter Edition. You can use tags to find photos by subject. In the Tag pane, double-click a specific tag; the search will find all photos that have that particular tag attached. Simply select the check boxes next to the tags and you will be able to cross-reference or search using multiple tags. The Best match results will find photos that have all the selected tags in them. The Close match results will find photos that have one or more of the selected tags in them.

The timeline lets you narrow the range of photos and jump to a particular month just by clicking a bar.

For more information and procedures on finding photos using timeline or tags, see the Photoshop Album 2.0 Help.

Fixing photos

The photos you bring into Photoshop Album 2.0 Starter Edition may not be perfect. Photoshop Album 2.0 Starter Edition provides tools to fix the most common photo problems. For instance, you can apply a quick fix to adjust the overall color, brightness, contrast, or sharpness of the photo. You can also rotate or crop a photo or remove red-eye from it.
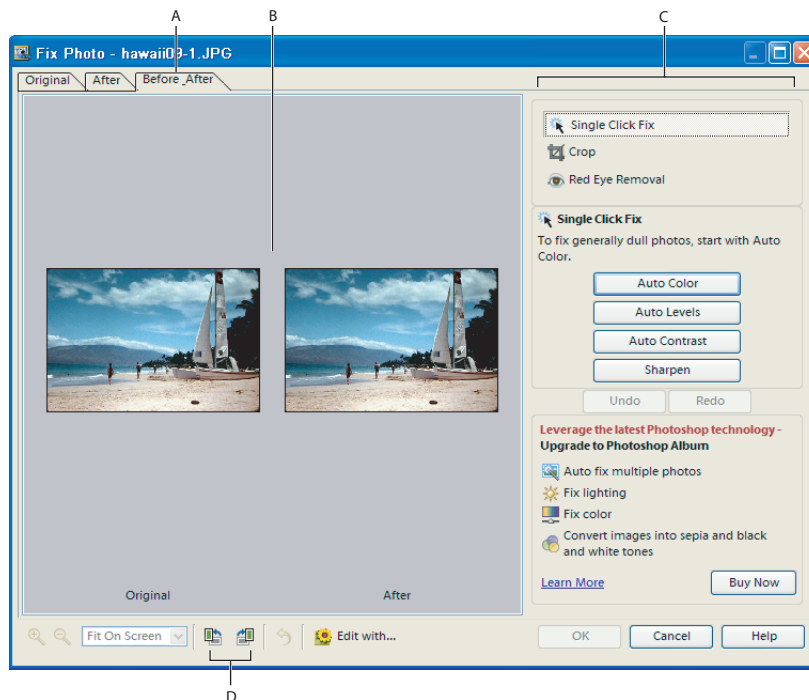
The Fix Photo dialog box
A. Tabs for choosing different views of the photo **B.** Preview images **C.** Editing options **D.** Rotate options

To fix photos in Photoshop Album 2.0 Starter Edition:

1 Select a photo in the photo well and click the Fix button ▦ in the shortcuts bar. Photoshop Album 2.0 Starter Edition makes a copy of the original photo file for editing.

2 In the Fix Photo dialog box, choose one of the following:

Single Click Fix Applies an automatic correction for color, contrast, or sharpening.

Crop Lets you crop a photo to improve the composition or add emphasis to an image.

Red Eye Removal Corrects for the red-eye effect caused by a camera flash.

For details on fixing photos and the advanced options for fixing photos in Photoshop Album 2.0, see the Photoshop Album 2.0 Help.

Creating a PDF slideshow

PDF slideshows automatically present your photos in the sequence you specify. Slide-shows are a good way to share your photos via e-mail and view them on a computer screen.

PDF is a universal file format that can be read by anyone who has the free Adobe Reader software. PDF provides a better photo-viewing experience for your recipients by packaging up all the individual photos into a slideshow, complete with transitions. Your recipients can download the free Adobe Reader from the Adobe Web site (http://www.adobe.com).

To create a PDF slideshow:

1 In the photo well, select the photos you want to use in the slideshow. If you don't make a selection, all the photos in the photo well will be used in the slideshow.

2 Click the Create button 🖼 in the shortcuts bar.

3 In the Create Slideshow dialog box, click the Add Photos button to add any more photos to the slideshow you are about to create.

4 In the Add Photos to Creation dialog box, display a set of photos by clicking one of the options at the left.

5 Select the photos you want to include in your creation by clicking the check box next to each one.

6 Click Add to Creation. The photos you selected are added to your PDF slideshow, and the check boxes are cleared to let you make a new selection. When you're done adding photos, click OK.

7 In the Create Slideshow dialog box, rearrange, duplicate, or remove photos as desired. Click the Full Screen Preview button 🖥 to preview your slideshow.

8 Click OK and follow the on-screen instruction to save your PDF slideshow.

Sharing and printing your photos

Photoshop Album 2.0 Starter Edition lets you share your photos by e-mailing, printing them locally, ordering prints online, and sharing online. You can e-mail individual photos or a PDF slideshow. When you print, you can make individual prints, contact sheets or a Picture Package. You can also order prints via the Web using the Online Services feature.
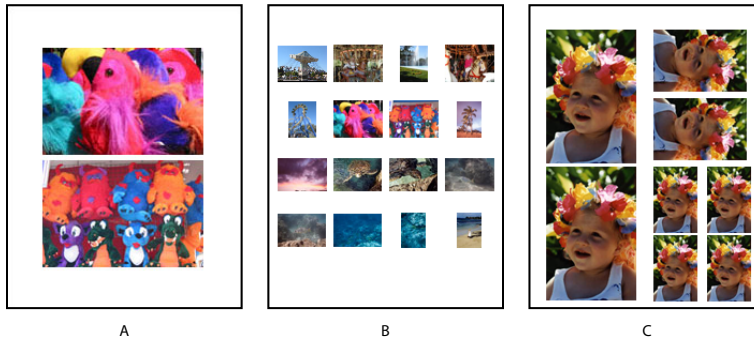
To e-mail photos:

1 Select one or more photos in the photo well.

2 Click the Share button 👥 in the shortcuts bar, and then choose E-mail from the pop-up menu. Follow the on-screen instructions to choose recipients and specify a format for the attachment.

Photoshop Album 2.0 Starter Edition automatically resizes and compresses your photos for a smoother e-mail delivery. You can also package up multiple photos into a slideshow by clicking the PDF Slideshow button in the E-mail window. Photoshop Album 2.0 Starter Edition generates the attachment and then launches your default e-mail program. To get more information on setting your e-mail preferences, see the Photoshop Album 2.0 Help.

To print photos to your printer

1 Make sure that your printer is on and connected to your computer.

2 In the photo well, select one or more photos that you want to print.

3 Click the Print button 🖨 in the shortcuts bar and choose Print from the pop-up menu.

4 Select options in the Print Photos dialog box and click Print. For more details on printing photos, see the Photoshop Album 2.0 Help.

A   B   C

Three different printing options
A. Individual prints **B.** Contact sheet **C.** Picture package

To print photos from an online service:

First select the photo or photos you want to order. Click the Print button 🖨 and choose Order Prints from the pop-up menu. Follow the on-screen instructions to finish ordering your prints. The service list may be updated each time you select the Online Services command, so check it occasionally for new services.

To share photos online:

1 Select the photo or photos you want to share.

2 Do one of the following:

• Click the Share button 👥 in the shortcuts bar, and then choose Share Online from the pop-up menu.

• Choose Online Services > Share Services, and then choose a service from the list.

3 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

4 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

To download shared photos:

1 Choose Online Services > Download, and then choose a service from the list.

2 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

3 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

For more details on sharing your photos through prints, e-mail, or online services, see the Photoshop Album 2.0 Help.

Installing and Learning to Use Adobe Photoshop Album

Introduction

Welcome to the Adobe® Photoshop® Album application, the fast and easy way to organize your lifetime of photos so that you can instantly find the ones you want and share your experiences with anyone, anywhere. Photoshop Album has features designed specifically for active picture takers, photo-hobbyists, and business users who want to organize their digital photos, create albums, print photos, e-mail photos, share photos on the Web, or make a CD or disc for viewing on a computer or TV screen.

Registration

Please register your copy of the application so Adobe can continue to provide you with the highest quality software, offer technical support, and inform you about new Photoshop Album software developments.

When you first start the Adobe Photoshop Album application, you're prompted to register online. You can choose to submit the form directly or fax a printed copy. You can also register by filling out and returning the registration card included with your software package.

Installing Adobe Photoshop Album

You must install the Photoshop Album application from the Adobe Photoshop Album CD onto your hard drive; you cannot run the application from the CD.

Follow the on-screen installation instructions. For more detailed information, see the How to Install Read Me file on the CD.

Tools for using Adobe Photoshop Album

Adobe provides a variety of options to help you learn and use Photoshop Album, including built-in Help, the Photoshop Album Quick Guide, context-sensitive menus, and tool tips.

In addition to this Getting Started Guide, you'll also find Adobe Portable Document Format (PDF) documents on the Photoshop Album CD. The Adobe Acrobat® Reader® lets you view PDF documents and is included on the CD as part of the Photoshop Album installation.

Using Help

Adobe Photoshop Album includes complete documentation in an easily accessible, built-in Help system. The Help system contains essential information on using all Photoshop Album commands, features, and tools, as well as keyboard shortcuts and full-color illustrations.

When launched, the Help system is displayed in a Web browser for easy navigation. To properly view the Help topics, your computer must have either Netscape Communicator (4.75 or higher) or Microsoft® Internet Explorer (5.0 or higher) installed.

To start Photoshop Album Help:

Do one of the following:

- Press the F1 key.
- Choose Help > Adobe Photoshop Album Help from the menu bar.
- Click the Help button ❓ located in the lower right corner of the Quick Guide window.

Using the Photoshop Album Quick Guide

By default, the Photoshop Album Quick Guide window opens when the application is launched. The Quick Guide is a convenient starting point for major tasks in Photoshop Album. For more information on using the Photoshop Album Quick Guide, see .

Using context-sensitive menus

Photoshop Album streamlines your use of the application with context-sensitive menus. These menus display options for photos and tools, and change depending on the item that's currently selected.
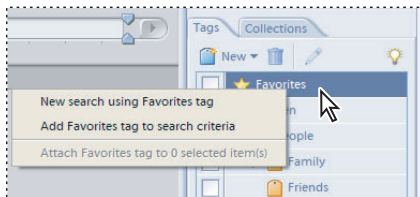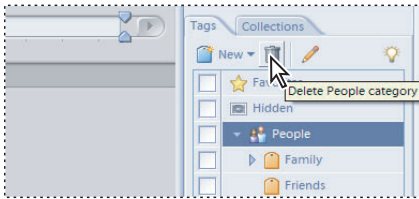

A context-sensitive menu

To display context menus:

1 Position the pointer over an image or item in a pane.

2 Right-click.

If no context-sensitive menu appears, no menu is available for that tool or pane.

Using tool tips

The tool tips feature displays the name or function of tools, buttons, or controls.

A tool tip

To identify a tool, button, or control:

Position the pointer over a tool, button, or control, and pause. A tool tip appears showing the name or function and sometimes the keyboard shortcut for the item.

Note: *Tool tips are not available in most dialog boxes. However, some dialog boxes contain hyperlinks that display explanations or tips.*

Using Web resources

If you have an Internet connection, you can access additional resources for learning Photoshop Album on the Adobe Systems Web site. These resources are continually updated.

To access the Adobe home page for your region:

Do one of the following:

- Click the Go to Adobe.com button near the top-right corner of the application window.

- Choose Help > Adobe Online from the menu bar.

Customer support

When you register your product, you may be entitled to technical support for a single incident. Terms vary depending on your country of residence and are available only for retail versions. For more information, refer to the registration card provided with your Photoshop Album documentation.

Additional customer support resources

Adobe Systems also provides several forms of automated technical support:

- See the ReadMe and ReadMe First! files installed with the program for information that became available after this guide went to press.

- Choose Help > Support to explore the extensive customer support information on Adobe's Web site.

Photoshop Album Basics

Enjoying your photo collection with Photoshop Album

If you love to take pictures, you've probably accumulated piles of shoeboxes filled with prints and negatives. Or maybe you've gone digital and you're trying to keep track of all those photo files on your computer. Now you can spend time enjoying your photos instead of just looking for them. Let Adobe Photoshop Album be the hub to manage your lifetime of photos. With Photoshop Album, you can bring photos into your computer, organize them, find them, view them, fix them, get creative with them, and share them.

With Photoshop Album, you see all your photos in one place, organized by the time you took the photos, even if they're spread across many folders on your computer. Gone is the tedium of painstakingly organizing your folders by subject or renaming all your photo files—only to discover that you still have no way to see a list of all your photos by date and time or that you put a photo in one folder but went looking for it in another.

Get photos from various devices such as digital cameras, scanners, and folders on your computer and bring them into Photoshop Album. You can also bring video clips or audio clips into Photoshop Album. Once photos and media are in Photoshop Album, you can organize, view, and find them. You can even fix common photo problems. As the hub for all your photo activities, Photoshop Album lets you make such creations as albums, greeting cards, slideshows, and Web photo galleries based on your photos. You can also share your photos online or in print, all without leaving the program.

Photoshop Album recognizes digital photos, video, and audio in some of the most commonly used formats. For more information on file formats you can bring into Photoshop Album, see "Working with different file formats in Photoshop Album" on page 39.

Adobe Photoshop Album is the hub of all your work with photos—the fast and easy way to organize and share your lifetime of photos.

How Photoshop Album works

Adobe Photoshop Album creates links to your photos so it knows where the photo is located, what file format it's in, and so forth. Photoshop Album does this by keeping information about your photos, video clips, and audio clips in a database of information called the *catalog*.

Photoshop Album automatically creates a catalog for you named My Catalog.psa when you first launch the application and bring in photos. Your catalog keeps track of the photos, video clips, and audio clips on your computer and on other media such as discs. It's a collection of information about each photo, but it doesn't contain the actual photos themselves.

Photos, video clips, and audio clips brought into Photoshop Album are automatically organized by the date/time the photo was taken by the digital camera. For more information about how Photoshop Album automatically organizes your photos in the timeline, see "The timeline" on page 20 and "Organizing photos in the photo well" on page 43.

Photoshop Album also has a powerful tags feature that functions much like attaching keywords to identify your photos. It's very similar in concept to the use of name tags or luggage tags. Tags give you even more flexibility in how you manage, identify, and organize photos by letting you find photos based on the people in them, where the photo was taken, what the event was, and so forth. You can have multiple tags for any photo to mark the photo with all of the things that are important about it. By selecting any combination of tags, you can find and organize just the photos you want. For more information on tags, see "The Tags pane" on page 23 and "Organizing photos into catalogs" on page 71.

Of course, if you want the tags to reflect your existing folder organization, Photoshop Album gives you an easy way to create and apply tags based on those folder names. For more information, see "Creating and attaching tags based on existing folder names" on page 55.
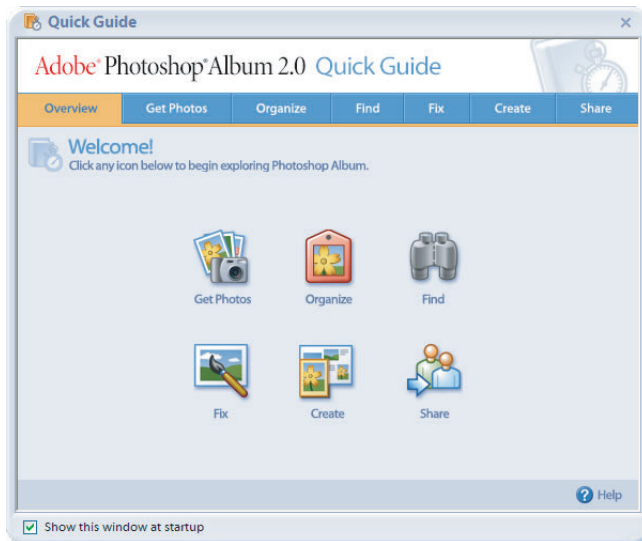
Start using Photoshop Album

When you first start Photoshop Album, the Quick Guide window is open by default. The Quick Guide is a convenient "jumping off" point to all the major tasks in Photoshop Album. Select a task by clicking an icon in the Quick Guide Overview window or clicking a tab. If you're a new user of Photoshop Album, your first task will be to get photos into Photoshop Album.

The Quick Guide can be closed or reopened at any time while you're using Photoshop Album. For more information about a specific feature in the Quick Guide, see documentation on that feature in Photoshop Album Help.

To start Photoshop Album:

1 Do one of the following:

• Double-click the Photoshop Album icon 🖼 on your desktop.

• Use the Start menu to find and open Photoshop Album.

By default, the Quick Guide window appears on top of the Photoshop Album work area.

The Quick Guide Overview window

2 In the Quick Guide Overview window, do one of the following to start using Photoshop Album immediately:

- Click a tab.

- Click one of the six icons in the Overview window.

Note: *Click the Help button ❓ at the bottom-right corner of the Quick Guide window if you want to access the built-in Help. For more information on Help, see* "Using Help" on page 13.

To open the Quick Guide (if it's been closed):

Choose Help > Quick Guide from the menu bar.

To automatically show the Quick Guide when you start Photoshop Album:

1 Choose Edit > Preferences, and then click General from the list on the left.

2 Select Show Quick Guide at Startup.

About the Photoshop Album work area

The Adobe Photoshop Album work area is designed to help you get, find, view, organize, and fix photos; make creations; and share those photos and creations. To do all this, the work area is organized into several related components that help you move from one task to another easily and effectively.
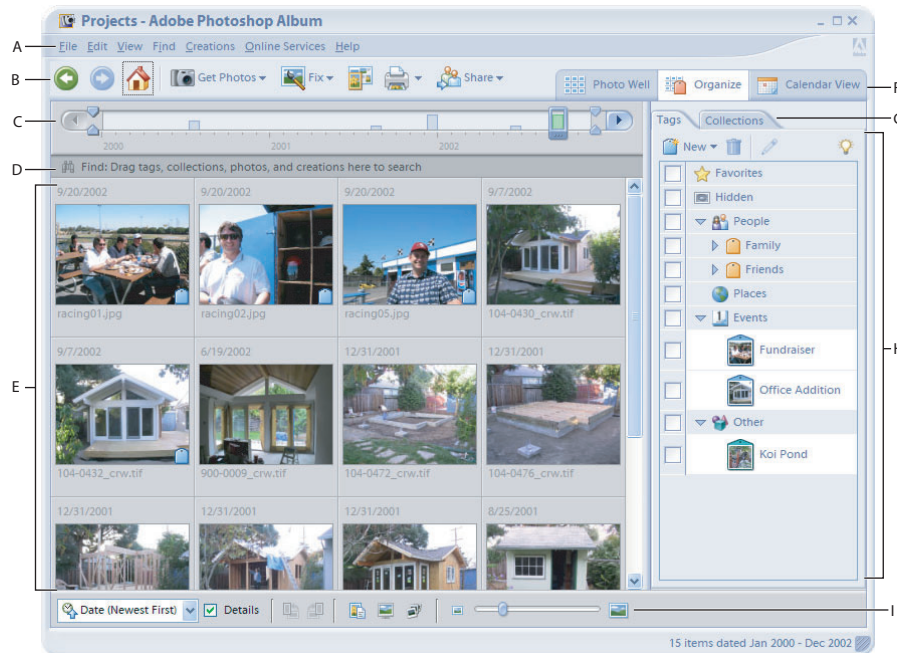

The Photoshop Album work area
A. Menu bar **B.** Shortcuts bar **C.** Timeline **D.** Find bar **E.** Photo well **F.** Calendar view **G.** Collections tab for displaying Collections pane **H.** Tags pane **I.** Options bar

The menu bar

The menu bar contains commands for performing tasks. The menus in the menu bar are organized according to the type of task you can perform. For example, the Find menu lists commands for finding photos according to date, name, and so forth.
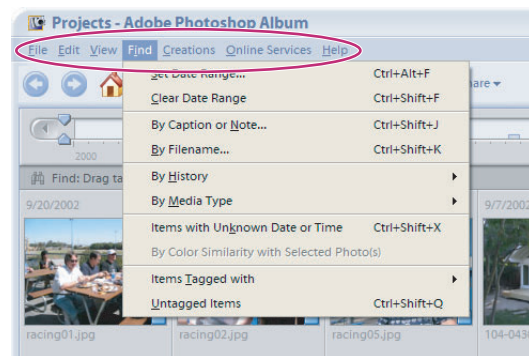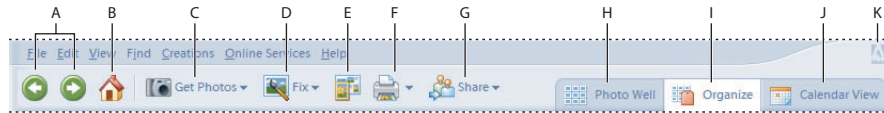

The menu bar

The shortcuts bar

The shortcuts bar displays buttons for common commands, and is located just below the menu bar. You can quickly click these commands as you need them while you're working in Photoshop Album. To see the name of a button, position the pointer over the button and its tool tip appears.


The shortcuts bar
A. Navigation buttons **B.** Click to show all photos **C.** Get photos, video, and audio **D.** Fix photos **E.** Start a new creation **F.** Print photos **G.** E-mail and share photos **H.** Display items in the photo well **I.** Display the Tags pane and Collections pane **J.** Display items in the calendar view **K.** Go to Adobe.com

The timeline

The timeline lets you find photos by the date they were taken. When you select a date or range of time in the timeline, photos that were created or saved with that date appear in the photo well. When you select a range of time in the timeline, the photo well scrolls to the photos that were taken within that range. You can also scroll to a particular month in any year by clicking that month in the timeline. The timeline also shows how items are distributed across time; the height of each bar is proportional to the number of images in each month.

For more information on the timeline, see .
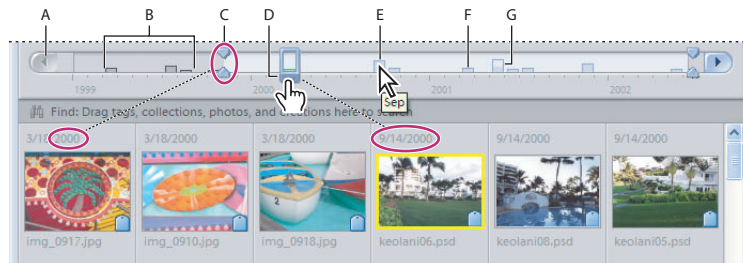
Using the timeline
A. Click to scroll the range of the timeline **B.** Gray area indicates photos out of set range **C.** Drag end points to refine searches **D.** Click a bar or drag the marker to scroll to a different month **E.** Hold pointer over a bar to identify its range (month, import batch date, or file location) **F.** The height of the bar indicates the number of photos **G.** Blank area indicates hidden photos

The find bar

The find bar performs quick searches when you drag tags onto it. When not in use, the find bar is a horizontal bar right above the photo well. When you drag a tag onto it, the find bar automatically expands so you can see the tags you've added to the search. Every file with the chosen tag attached to it will be found, so if you want to refine your search, you can drag more tags onto the find bar.

In addition, when you drag a creation or collection onto the find bar, the photos in it are displayed in the photo well, replacing any previous view.
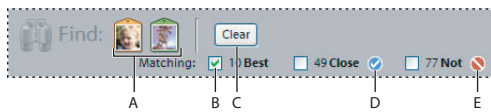

Find bar expanded with search criteria
A. Search criteria **B.** Click a check box to show search results **C.** Clear the search and close the find bar **D.** Close match **E.** Not matching

The photo well

The photo well is the area where your photos, video clips, audio files, and creations are displayed, either one at a time or in a grid of thumbnails. The options bar located below the photo well contains a row of buttons that provide quick access to the most common actions for changing the view options of the photo well, including a photo well arrangement menu that specifies the sort order for displaying the photos. In the photo well, you can select the items you want to do things with, such as attach tags to photos and add photos to creations. For more information, see "Viewing photos in the photo well" on page 79.

To view the photo well, click the Photo Well button ▦ in the shortcuts bar.
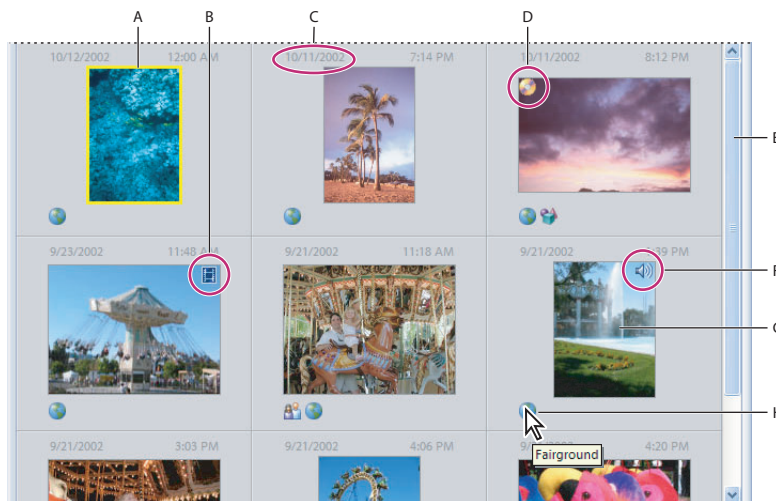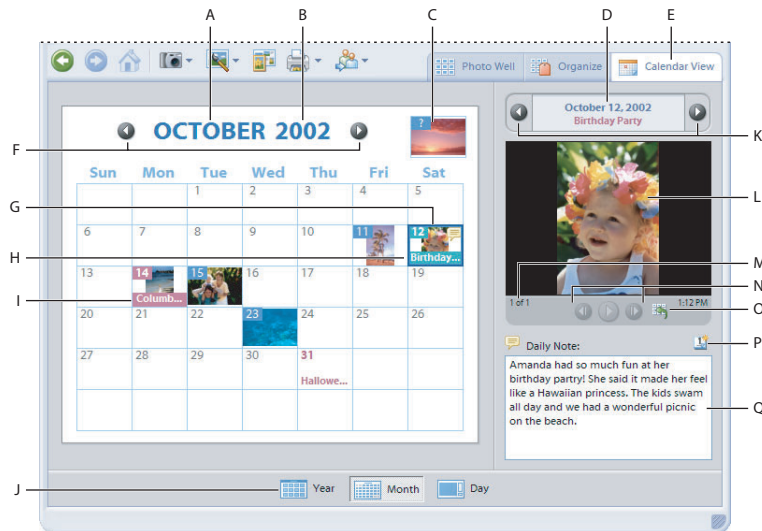

The photo well in medium thumbnail view with the Details option selected
A. Selected image **B.** Indicates video clip **C.** Click to edit date and time **D.** Indicates offline photo **E.** Scroll to view photos **F.** Indicates audio caption attached **G.** Double-click to view as Single Photo **H.** In the medium thumbnail view, place the pointer over the icon to see tag names

The calendar view

The calendar view lets you display and find items by day, month, or year. When the calendar view is displayed, it shows the first photo for each day, and it identifies the number of photos (or video clips) taken on that day. In the calendar view, you can do many of the same operations on photos that you can do from the photo well. You can even keep track of recurring events, such as holidays and birthdays, and add notes to any day in the calendar view. For more information, see "Using the calendar view" on page 83.

To view the calendar view, simply click the Calendar View button 🗓 in the shortcuts bar. To switch to the photo well, click the Photo Well button ▦ in the shortcuts bar.

Using the calendar view
A. Click to select a month **B.** Click to select a year **C.** Click to view photos with unknown dates **D.** Click to select a date **E.** Click to display calendar view **F.** Click to view previous/next month **G.** Custom event **H.** Date currently selected **I.** Holiday **J.** Click to choose Year, Month, or Day view **K.** Click to view previous/next day
L. Right-click photo to display commands **M.** Number of photos for selected date **N.** Controls for viewing slideshow **O.** Click to display item in photo well **P.** Add an event **Q.** Enter a daily note
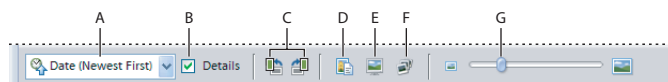
The options bar

The buttons in the options bar help you organize and sort files in the photo well and calendar view. You can display information on what each button on the options bar does by holding the mouse pointer over that button.

For the photo well, the options bar lets you choose the order by which to display items, show detailed information about each item, rotate photos, display the Properties palette, view photos as a slideshow, and specify the size of thumbnails.

For the calendar view, the options bar lets you select whether to view items by year, month, or day.

For more information on using the options bar for viewing photos in the work area, see "Viewing photos in the photo well" on page 79.


The photo well options bar
A. Photo well arrangement menu **B.** Show Details option **C.** Rotate left button **D.** Rotate right button **E.** Show/Hide Properties button **F.** Display Full Screen Preview button **G.** View Slideshow button **H.** Thumbnail view controls

The Tags pane

Photoshop Album automatically organizes your photos in the photo well. However, you can enhance your photo organization by attaching keyword tags to them. Tags are a powerful tool for finding and identifying photos, video clips, audio clips, and creations so you don't have to remember each item's filename, date, or folder. Using tags also liberates you from having to file your items in folders by subject, and renaming them. For more information on using tags to organize photos, see "Using tags to organize your photos" on page 45.

To view the Tags pane, click the Organize button 📷 in the shortcuts bar, and then click the Tags tab below it.
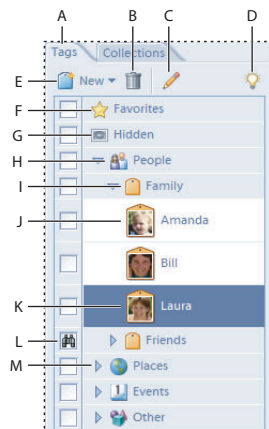
The Tags pane
A. Tags tab **B.** Delete button **C.** Edit button **D.** Show tag tips **E.** New button **F.** Favorites tag **G.** Hidden tag **H.** Category **I.** Subcategory **J.** User-created tag **K.** Selected tag **L.** Find check box **M.** Click to display the tags in that category or subcategory

The collections pane

A collection is a container that you put photos into. Using the photo well, you can then organize and display the photos in that collection in a custom order. (This is unlike tags, in which selecting a tag displays the photos associated with that tag either by date, import batch, or folder location.) Collections don't change the photos in them; they simply give you additional and more flexible ways of finding and organizing your photos. You use the Collections pane to create, select, and modify collection containers. For more information on using collections to organize photos, see "Using collections to organize your photos" on page 57.

To view the Collections pane, click the Organize button 📷 in the shortcuts bar, and then click the Collections tab below it.

The Properties palette

The Properties palette contains detailed information about a selected photo or media file. In the Properties palette, you can view the name of the file, any captions or notes you've added to the file, metadata in the file, the dates you imported or modified the file, any creations using the file, any tags attached to the file, any collections the file is in, and the location (path) of the file on your computer. You can also record or listen to audio annotations attached to photos. Additionally, the Properties pane lets you rename a file, add a caption or notes, and adjust the date and time of the photo file. For more information on how to view or add information in the Properties pane, see "Viewing information about a photo" on page 66.

To view the Properties pane, click the Show or Hide Properties button 🖹 in the options bar.
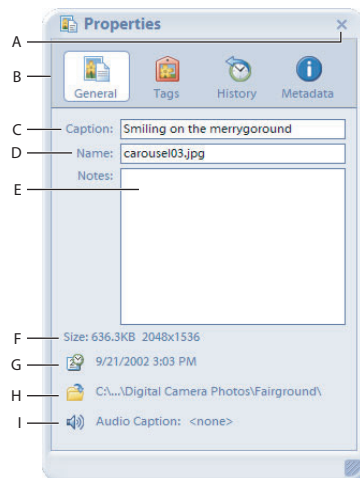
The Properties palette
A. Closes the Properties palette **B.** Buttons for choosing what information to view **C.** Caption of the photo, video clip, or audio clip **D.** Filename **E.** Type or view notes **F.** File size, dimensions (photos and video only), and playing time (audio only) **G.** Change the Date and Time **H.** Path to the file location on your computer **I.** Record, play, or attach the audio caption

Getting Photos into Photoshop Album

Getting photos from digital cameras or card readers

The way you get your photos from a digital camera depends on how your camera attaches to your computer. Some cameras come with TWAIN drivers (software made by the manufacturer that allows the camera to communicate with your computer) that must be installed first. Photoshop Album uses these drivers to get photos from your camera to your computer.

Other cameras support WIA (Windows Image Acquisition) drivers which make the process of getting your photos as simple as connecting the camera to your computer and then clicking a button in Photoshop Album. WIA can be used only if you are running Windows XP or Windows Me.

💡　Some cameras mount to your computer so that when the camera is connected it looks like an additional hard-disk drive on your computer. To get your photos from a mounted camera, follow the directions in "Getting photos from your computer" on page 32.

If you have a flash card or memory card reader attached to your computer, or if you have a flash or memory card in your digital camera, Photoshop Album makes it easy to get your photos. You may also get your photos from a card reader using the directions in "Getting photos from your computer" on page 32.

Sometimes you may try to get photos that already exist in your catalog. If this happens, Photoshop Album displays a dialog box letting you know which photos you already have. These photos won't be reimported.

Note: *When you get photos from your camera using TWAIN drivers, you might lose some metadata, such as the date and time when the photo was taken. In addition, TWAIN drivers might convert files in JPEG format to TIFF format, using more disk space and slowing down the importing process. If your camera uses TWAIN drivers, consider using a card reader to get the photos instead of getting them directly from the camera.*

Getting your photos from a digital camera or a card reader

Carefully read any documentation that came with your camera or card reader to make sure it's connected correctly. If you're using a camera with TWAIN drivers, make sure that you have installed the drivers that came with your digital camera before you launch Photoshop Album.

To get photos from a digital camera or card reader:

1 Make sure that your camera or card reader is connected properly and turned on.

2 Do one of the following:

- Click the Get Photos button ▣ in the shortcuts bar and then choose From Camera or Card Reader.

- Choose File > Get Photos > From Camera or Card Reader.

💡 If you have a WIA-enabled camera, Photoshop Album should automatically detect your camera when you attach it, so you won't need to click the Get Photos button.

3 If the Get Photos from Camera or Card Reader dialog box appears, choose the name of the connected device from the Camera pop-up menu at the top of the dialog box.
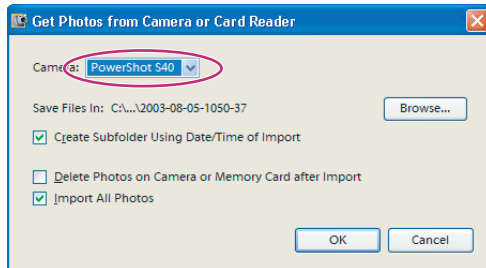
Get Photos from Camera or Card Reader dialog box

4 Next, select Create Subfolder Using Date/Time of Import if you want the photos you're getting to be stored in their own folder, whose name includes the date and time they were imported. Click the OK button.

5 Select Delete Photos on Camera or Memory Card after Import if you want to erase the photos from your camera once they're brought into Photoshop Album.

6 If you have a WIA-enabled camera, select the Import All Photos option if you want Photoshop Album to import all the images on your camera.

Note: *If your camera uses TWAIN drivers, Photoshop Album may launch the driver that came with your digital camera. Acquire the photos from your camera as instructed by the driver software online help, or the printed documentation that came with your camera.*

7 Click the OK button.

Important: *If your camera does not appear as a choice in the menu, it could just mean that the camera is not connected or that the camera is not turned on.*

💡 You can rotate any photo you bring in from a digital camera. Select one or more photos you want to rotate. Then click the Rotate Left button ▣ or the Rotate Right button ▣ in the options bar.

The photos you just imported are displayed in the photo well. For more information on navigating through the photo well, see "The photo well" on page 21.

Note: *If the photos you import contain keyword metadata, the Import Attached Tags dialog box appears. For information on importing the keywords as tags, see "Importing tags attached to photos" on page 38.*

## Setting camera or card reader preferences

Once you've set camera or card reader preferences, you may not have to change them unless you would like to get your photos from a different device.

💡 If you have changed the settings and are having trouble getting your photos, try clicking the Restore Default Settings button to return the preferences to the original configuration. The default settings work well for most users.

To set camera preferences:

1 If the Camera Preferences dialog box isn't displayed on your screen, choose Edit > Preferences to open the Preferences dialog box, and then choose Camera or Card Reader from the list on the left side of the dialog box.
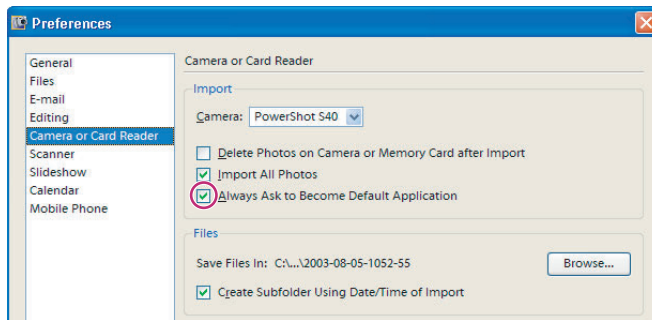
Setting camera preferences

2 Choose the name of your camera from the Camera pop-up menu. If you've used more than one camera, each known camera will appear in the pop-up menu.

Note: *Each time you connect with a different camera, you'll need to select that camera from the list.*

3 If you want the photos you just downloaded to be cleared from your digital camera, select Delete Photos on Camera or Memory Card after Import (leave the option unchecked to keep the images on your camera).

4 If you have a WIA-enabled camera, select Import All Photos if you want Photoshop Album to automatically get all the images on your digital camera. If you want to choose just some of the images, deselect this option.

5 Make sure that Always Ask to Become Default Application is checked so that Photoshop Album launches when WIA-enabled cameras are attached to your computer. Even if you don't have a WIA-enabled camera, it's a good idea to keep this option selected.

6 Under Files, select Create Subfolder Using Date/Time of Import if you want Photoshop Album to put imported photos in a new subfolder named according to the date and time you imported them. This is helpful if you need to locate the images on your computer. Also listed is the path to the main folder where your photos are stored.

💡 If you want to change the main folder location where imported files are stored, click Files to display the Files page of the Preferences dialog box, and then choose a new location for saved files. That way, all imported files will be stored in a consistent location.

7 Click OK to close the Preferences dialog box.

Getting photos from scanners

Photoshop Album lets you use a scanner to bring in images of your photos, negatives, and slides. Photoshop Album uses the scanner driver (software made by the manufacturer that allows the scanner to communicate with your computer) installed on your system to get scanned photos. The advantage of using these drivers is that you can usually choose the area of a photo you want to scan, and sometimes you can correct initial color problems, too. Other scanners use WIA (Windows Image Acquisition) drivers, which you can use if you are running Windows XP or Windows Me.

💡 In Windows XP, you can set preferences that cause Photoshop Album to start as soon as your computer detects that your scanner is attached. This streamlines the importation process. See the documentation that came with your Windows XP operating system for more information.

Before you try to get your photos into Photoshop Album, make sure that you've installed all the software that came with your scanner. Carefully read any documentation that came with your scanner to make sure that it's connected properly to your computer. If the Preferences dialog box displays on your screen after you click the Get Photos button, follow the directions in "Setting scanner preferences" on page 29 to set your scanner up.

💡 If you're having trouble getting your scanner to work well with Photoshop Album, you may want to use the software that came with your scanner instead. Simply scan the photos as directed, and then save them to your computer. To bring them into Photoshop Album, follow the directions in "Getting photos from your computer" on page 32.

To get photos from scanners:

1 Make sure that your scanner is connected and turned on.

2 Do one of the following:

• Click the Get Photos button 📷 in the shortcuts bar, and then choose From Scanner from the pop-up menu.

• Choose File > Get Photos > From Scanner.

3 If the Get Photos from Scanner dialog box appears, choose the name of the scanner from the Scanner pop-up menu.
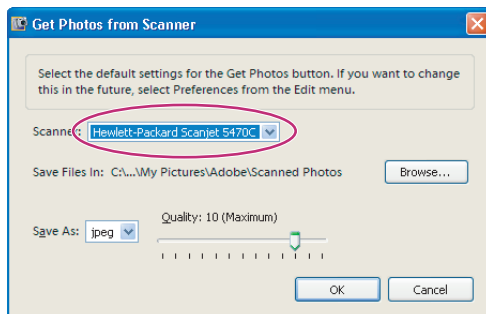
Get Photos from Scanner dialog box

Note: *If you get a "None Detected" message in the Scanner menu, make sure that the scanner is on and properly connected to your computer.*

4 Choose a file format for the scanned photos from the Save As pop-up menu (see "Working with different file formats in Photoshop Album" on page 39). JPEG is usually the best choice. Photoshop Album selects medium quality JPEG as the default format for your scan. If you choose the JPEG format, you'll be able to drag the Quality slider. A higher quality setting results in a larger file but less data loss (see "Working with photo resolution" on page 144).

5 Click the OK button.

6 If you're using a scanner with a TWAIN driver, Photoshop Album launches the driver that came with your scanner. Follow the instructions that came with the driver software to scan your photo. Typically, you can also select an area to scan, or correct any color issues that you may see.

Note: *If you're using Windows XP, then Photoshop Album launches the Windows XP scanning interface. Instructions can be found in Windows XP online help.*

7 After the photo is scanned, Photoshop Album brings it in. You'll see a preview of the scan in the Getting Photos dialog box.

After you get scanned images, you may want to change the date assigned to the photos (Photoshop Album assigns the import date to the photos, not the date they were taken). For directions, see "Changing the date of a photo" on page 43.

Setting scanner preferences

Setting up your scanner is easy. The options provided by Photoshop Album help you work efficiently to get your scanned photos.

To set scanner preferences:

1 If the Scanner Preferences dialog box isn't displayed on your screen, choose Edit > Preferences to open the Preferences dialog box, and then choose Scanner from the Preferences list on the left side of the dialog box.

2 Choose the name of your scanner from the Scanner pop-up menu.

Note: *Each time you connect with a different scanner, you'll need to select that device from the list. The connected scanner is indicated to help you identify it.*

3 Choose a file format from the Save As pop-up menu. JPEG is the default format, and is the best choice for most users. For information on different file formats, see "Working with different file formats in Photoshop Album" on page 39.

4 Under Files, select the folder where scanned photos are stored is listed. Click the Browse button to choose a new folder location. Also listed is the path to the main folder where your photos are stored.

If you want to change the main folder location where imported files are stored, click Files to display the Files page of the Preferences dialog box, and then choose a new location for saved files. That way, all imported files will be stored in a consistent location.

5 Click OK to close the Preferences dialog box.

Getting photos from CDs and DVDs

When you get photos from CDs and DVDs, you can choose whether or not to bring the photos onto the hard disk drive of your computer, or leave them on the CD or DVD, known as keeping them *offline*. A low-resolution copy, or *proxy file*, of a master photo kept offline is shown in your catalog so you can continue to view the photo in Photoshop Album. When you perform an operation that requires the original photo, you will be asked to insert the disc on which the offline photo is stored. You can then decide to use the proxy file, bring in the master photo, or cancel the procedure.

When you choose to keep a master photo offline, Photoshop Album asks you to give the CD or DVD a *reference name*. The reference name you choose should be meaningful to you. It's smart to write the reference name you've chosen on the CD or DVD or on the disc's jewel case. When Photoshop Album requests the master disk, it will provide the reference name so you can insert the correct CD or DVD.
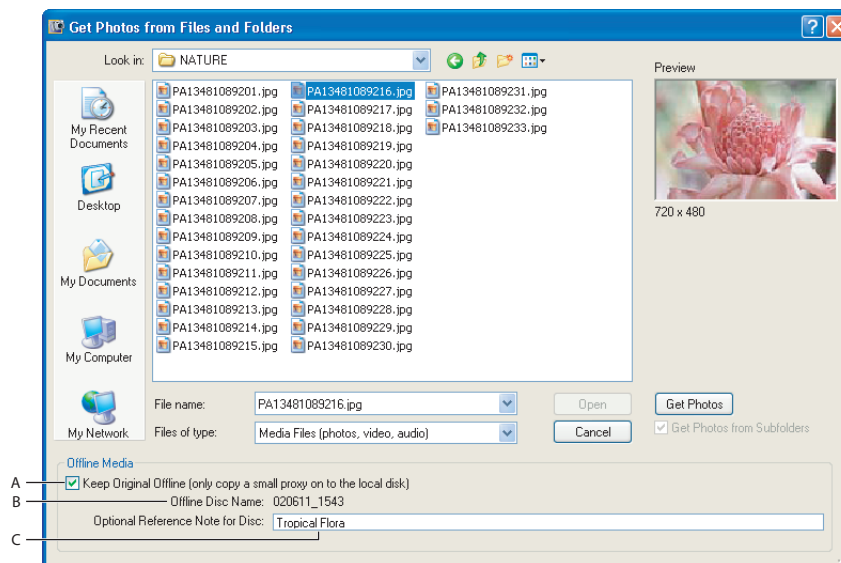
Getting photos from a CD or DVD
A. Choose to keep the master photo offline **B.** Name of the CD that your computer recognizes **C.** Add a reference name for the CD or DVD that is meaningful for you in the text box

To get photos from a CD-ROM or DVD:

1 Do one of the following:

- Click the Get Photos button ▣ in the shortcuts bar, and then choose From Files and Folders from the pop-up menu.

- Choose File > Get Photos > From Files and Folders.

2 Navigate to your CD-ROM or DVD drive.

3 Select the photos you want to import from the CD-ROM or DVD.

4 Select Keep Original Offline to add just a copy of the photo to your Photoshop Album catalog. If this option is selected, a low-resolution copy (or proxy file) will be downloaded on your computer, and Photoshop Album will reference it from that location. To download the master photo, leave this option deselected.

5 If you're keeping a master photo offline, type in a Reference name for the CD or DVD that will make it easy for you to identify the disc in case Photoshop Album requests it at a later time. It's also a good idea to write the reference name on the disc or its case.

6 Click Get Photos. Your photos are brought in to Photoshop Album. If the photos contain keyword metadata, the Import Attached Tags dialog box appears; see "Importing tags attached to photos" on page 38.

Note: *An offline photo has the CD icon 🌐 in its thumbnail. Its file location references the drive from which the CD was inserted.*
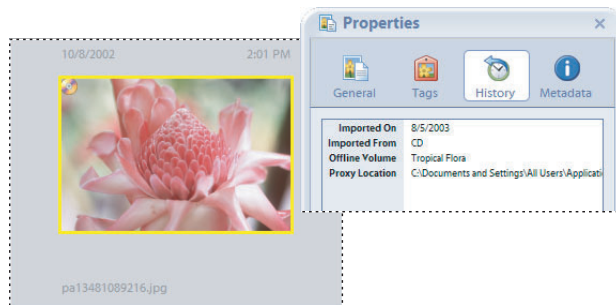
Example of a copy of a photo whose master is kept offline. References to the offline volume and proxy can be viewed by clicking the History button in the Properties palette.

💡 If your photos were organized into folders before you brought them into Photoshop Album, you might want to maintain that organization within Photoshop Album. Using the Instant Tag feature, you can quickly create and apply a tag with a folder's name to all of the items in that folder. You can then use that tag anytime you want to see all the items in the folder. For more information, see "Creating and attaching tags based on existing folder names" on page 55.

Setting preferences for offline photos

When you store photos offline, a lower-resolution copy, or proxy file, is made on your computer and stored in Photoshop Album, so you can continue to view the photo in Album even though the master is offline. In offline media preferences, you can set the image size of proxy files.

To set offline media preferences:

1 Choose Edit > Preferences, and then click Files.

2 Under Offline Media, choose the pixel dimensions for the proxy you would like to store for each offline photo. A 640 x 480 size is good for most users. Use a smaller size if you want to conserve space on your computer, or a larger size for better display quality. For information on pixel dimensions, see "Working with photo resolution" on page 144.

Getting photos from your computer

When you import photos from your computer's hard drive, Photoshop Album creates a link to the location of the photos. The original photo files remain in their locations on your computer. If you move a file, Photoshop Album might not be able to find the photo until you reconnect it from its new location (see "Reconnecting to missing files" on page 113). If you need to move photo files after importing them into Photoshop Album, it's best to use the Move command on the File menu; for more information, see "Moving files" on page 116.
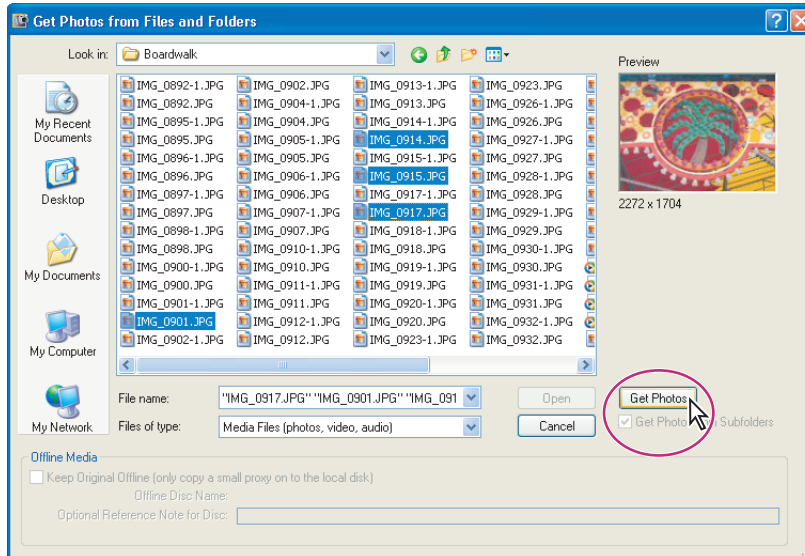
Getting photos from your computer
Select photo(s), and then click the Get Photos button.

💡 You can import a PDF file, or a Photoshop Album creation in PDF format. The JPEG images used in the PDF file will be imported, but not the PDF file or creation.

To get photos from your computer:

1 Do one of the following:

• Click the Get Photos button 📷 in the shortcuts bar and then choose From Files and Folders from the pop-up menu.

• Choose File > Get Photos > From Files and Folders.

2 Click the triangle icon ▾ on the right side of the Look In menu and choose a location on your computer to bring up the contents of a folder.

3 Move the pointer over a file or folder. In the case of a file, Photoshop Album displays information about the photo. Selecting a file displays a preview. Then do one of the following:

• To get a single photo, select it and then click Get Photos.

• To get multiple photos, select the first file you want to import, hold down Shift, and select the last file you want to import (all the files in between are selected). Alternately, hold down the Ctrl key and select additional files (only the files you click are selected). When you're done selecting photos, click Get Photos.

- To get all the photos in a folder, navigate to the location of the folder and select it. Then click Get Photos.

- If you want to get photos stored in multiple subfolders, navigate to the location of the main folder and select it. Select Get Photos from Subfolders, and then click Get Photos.

When Photoshop Album is finished importing the photos, they appear in the photo well (see "The photo well" on page 21).

Note: *If the photos you import have tags attached to them, the Import Attached Tags dialog box appears. For information on importing the tags, see "Importing tags attached to photos" on page 38.*

If your photos were organized into folders before you brought them into Photoshop Album, you might want to maintain that organization within Photoshop Album. Using the Instant Tag feature, you can quickly create and apply a tag with a folder's name to all of the items in that folder. You can then use that tag anytime you want to see all the items in the folder. For more information, see "Creating and attaching tags based on existing folder names" on page 55.

Dragging photos into the photo well

You can add photos to your catalog by dragging them into the photo well. When you drag and drop the photo, Photoshop Album creates a new file with the image data dropped in the photo well. Note that you can bring in more than one copy of a photo.

Note: *Not all image-editing software will allow you to drag photos into Photoshop Album.*

To get photos from other applications:

1 Make sure that Photoshop Album is open.

2 In your image-editing application, select the photo you want and then drag it into the photo well.

3 The Getting Photos dialog box appears, with a preview of the photo you just brought into Photoshop Album. The photo appears by itself in the photo well.

Searching for files on your computer

Often photos are scattered about in many different locations on your computer. Photoshop Album makes it easy to import photos by searching for all the photos and video clips on your computer and then letting you choose which ones you want to import. Removable media (CDs, DVDs) and network drives (if your computer is attached to a network) are not searched.
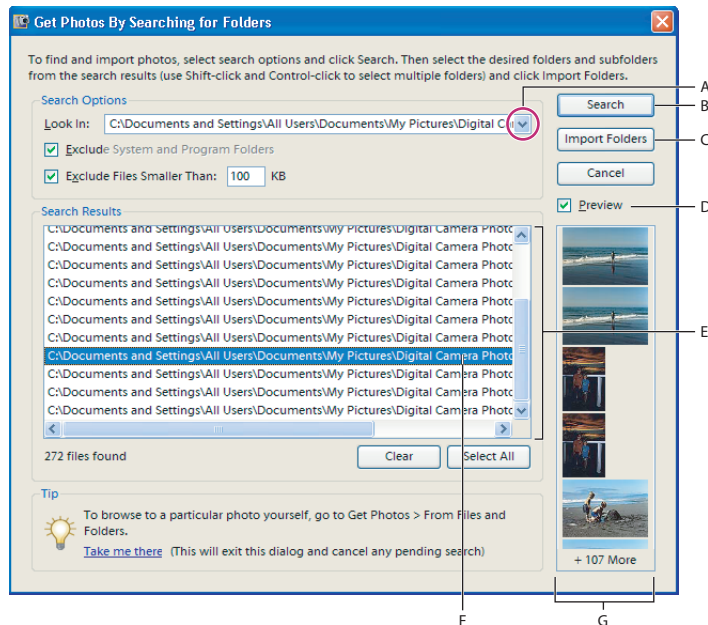
Searching for photos on your computer
A. Choose a location to search **B.** Search button **C.** Import selected folder from the Search Results window **D.** Click Preview check box to view photo thumbnails **E.** Search Results window **F.** Selected folder for importing **G.** Thumbnail of photo(s) in selected folder

To search for files:

1 Choose File > Get Photos > By Searching.

2 Select a search option from the Look In drop-down menu:

• All Hard Disks to find all of the photos on your computer (deselect this option if you want to target your search more closely). All installed hard disk drives on your PC will be searched, so the search may take a while.

• C Drive to search the main hard disk drive in your computer.

• My Documents to search for all photos in that folder and its subfolders.

• Browse to look for a specific folder.

3 Limit your search:

• Select Exclude System and Program Folders to exclude these directories from the search, since they are unlikely to contain your photos.

• Select Exclude Files Smaller Than to only include files large enough to be your full-resolution photos. Then enter a minimum file size in kilobytes in the KB text box.

4 Click Search. The search may take a while. Click Cancel if you want to stop the search.

5　When the search is complete, the lower area of the dialog box lists all the folders that were found to contain photos and video clips.

6　Click a folder to select it. To select more than one folder, press the Ctrl key and click on another folder name. You can preview the items in a folder by clicking the folder name in the list.

7　When you're done selecting or deselecting folders in the list, click the Import Folders button.

When Photoshop Album is finished importing the photos, they appear in the photo well (see "The photo well" on page 21).

Note: *If the photos you import have tags attached to them, the Import Attached Tags dialog box appears. For information on importing the tags, see* "Importing tags attached to photos" on page 38.

　　　If your photos were organized into folders before you brought them into Photoshop Album, you might want to maintain that organization within Photoshop Album. Using the Instant Tag feature, you can quickly create and apply a tag with a folder's name to all of the items in that folder. You can then use that tag anytime you want to see all the items in the folder. For more information, see "Creating and attaching tags based on existing folder names" on page 55.

Getting photos from your mobile phone

If you have a mobile phone with a built-in camera, you might be able to import the photos into Photoshop Album. There are three methods for getting the photos from your phone to your Photoshop Album catalog:

* If your mobile phone stores photos on a removable flash or memory card, you can use a card reader to transfer the photos to your catalog. For instructions, see "Getting your photos from a digital camera or a card reader" on page 25. To determine how your phone stores photos, refer to the instructions that came with your phone.

* If your phone doesn't use a removable memory card, you might still be able to transfer files to your computer using either a cable or a wireless method. The phone manufacturer might have provided you with a cable and software for this purpose, or you might be able to purchase it. Or, a wireless method might be available. For more information, consult the phone manufacturer or the instructions that came with your phone. Once you've transferred the photos to your computer, you use the Get Photos button in the shortcuts bar to import the photos into your catalog. For more information, see "Importing photos from your mobile phone" on page 36.

* If your carrier is an Adobe service partner, you might be able to use Photoshop Album's Online Sharing Services to transfer the photos from your phone to your Photoshop Album catalog. To find out if this option is available to you, click the Get Photos button on the shortcuts bar and choose From Online Sharing Service from the pop-up menu. If your carrier appears in the list to the right, you may be able to use this method to move photos to your catalog. For instructions, see "Importing photos using the Online Sharing Service" on page 37.

Note: *Not all phones and carriers allow you to transfer photos to your computer using the methods described above. Your carrier or phone manufacturer can tell you what options*

are available to you. You can also refer to the Adobe Web site (http://www.adobe.com/
support/main.html) for the latest information.

Make sure your phone saves photos in a file format that Photoshop Album supports; see "Working with different file formats in Photoshop Album" on page 39. To find out what file format is used by your phone, refer to the instructions that came with the phone.

Importing photos from your mobile phone

To import photos into your Photoshop Album catalog, you must first transfer them to a folder on your computer. To do so, you might need a cable and software; these might be provided by the phone manufacturer, or purchased from a third party. Or, you might be able to use a wireless service designed for the purpose. To find out, consult the phone manufacturer or the instructions that came with the phone.

You might also be able to import photos using the Online Sharing Service. For more information, see "Importing photos using the Online Sharing Service" on page 37.

Note: *If your mobile phone stores photos on a removable flash or memory card, use a card reader to transfer the photos to your catalog. For instructions, see "Getting your photos from a digital camera or a card reader" on page 25.*

To import photos into your catalog from a mobile phone:

1 Use your equipment to transfer the photos to your computer's hard drive; for details, refer to the manufacturers' instructions.

Make a note of the folder in which the photos are placed on your computer.

2 After the photos are transferred to your computer, do one of the following:

• Click the Get Photos button 📷 in the shortcuts bar and then choose From Mobile Phone Folder from the pop-up menu.

• Choose File > Get Photos > From Mobile Phone Folder.

3 If this is the first time you've imported files from your mobile phone to your catalog, the Specify Mobile Phone Folder dialog box appears. Click Browse and select the folder into which the photos were placed in step 1.

4 Select whether you want to be automatically notified of changes to the folder each time you start up Photoshop Album.

5 Click OK.

When Photoshop Album is finished importing the photos, they appear in the photo well.

To set mobile phone preferences:

1 Choose Edit > Preferences, and then click Mobile Phone.

2 Click Browse to specify the folder where photos from your mobile phone are placed.

3 Select whether you want to be automatically notified of changes to the folder each time you start up Photoshop Album. If you deselect this option, you will need to click the Get Photos button on the shortcuts bar each time you want to import photos you've transferred to this folder.

Importing photos using the Online Sharing Service

If your mobile phone carrier is an Adobe service partner, you might be able to use Photoshop Album's Online Sharing Services to transfer the photos from your phone to your Photoshop Album catalog.

Note: *If your mobile phone stores photos on a removable flash or memory card, use a card reader to transfer the photos to your catalog. For instructions, see* "Getting your photos from a digital camera or a card reader" on page 25.

To import photos using the Online Sharing Service:

1 Click the Get Photos button in the shortcuts bar and choose From Online Sharing Service from the pop-up menu.

2 Choose your mobile phone carrier from the submenu. If your carrier doesn't appear on the submenu, this method of importing photos is unavailable to you.

3 Follow the on-screen instructions to finish importing the photos into your catalog.

Getting photos from Adobe PhotoDeluxe albums

If you use Adobe PhotoDeluxe®, Photoshop Album will scan your hard disk drive for any albums you created in PhotoDeluxe.

To find PhotoDeluxe albums:

1 Choose File > Get Photos > PhotoDeluxe Album.

2 In the Finding PhotoDeluxe Albums dialog box, enter your search criteria:

• Select Search PhotoDeluxe User Folders to search for catalogs just in the folders associated with PhotoDeluxe.

• Select Browse to choose one folder to search.

3 Click Start.

When the search is complete, the lower area of the dialog box lists all the folders that were found to contain PhotoDeluxe albums. You can preview the items in a folder by clicking the folder name in the list.

4 Click an album name to select or deselect it for import.

5 When you're done selecting or deselecting albums in the list, click Import Album.

When Photoshop Album is finished importing the catalogs, the photos appear in the photo well (see "The photo well" on page 21).

Getting photos from Adobe ActiveShare albums

If you have Adobe ActiveShare® installed on your computer, Photoshop Album will scan your hard disk drive for any albums you created using ActiveShare.

To find ActiveShare albums:

1 Choose File > Get Photos > ActiveShare Album.

2 In the Finding ActiveShare Albums dialog box, enter your search criteria (see "Getting photos from Adobe PhotoDeluxe albums" on page 37 for more information on the search options available).

3 Click Search. When the search is complete, the lower area of the dialog box lists all the folders that were found to contain ActiveShare albums. You can preview the items in a folder by clicking on the folder name in the list.

4 Click an album name to select or deselect the album for import.

5 When you're done selecting or deselecting albums in the list, click Import Album.

When Photoshop Album is finished importing the albums, the photos appear in the photo well (see "The photo well" on page 21).

Importing tags attached to photos

When you e-mail photos using Photoshop Album, you have the option to include any tags attached to the photos (see "Sharing photos using e-mail" on page 146). Recipients who have Photoshop Album 2.0 or higher can import the tags into their catalogs along with the photos. If you receive photos from another Photoshop Album user, and the photos have tags attached, the Import Attached Tags dialog appears. The dialog also appears if you import photos that contain keyword metadata, such as keywords added to a photo using Adobe Photoshop.

Photoshop Album lets you choose which tags to import into your catalog, and even lets you rename the imported tags or map them to existing tags in your catalog.

To import tags attached to photos:

1 Import the photos into your catalog; for information, see "Getting photos from digital cameras or card readers" on page 25, "Getting photos from CDs and DVDs" on page 30, "Getting photos from your computer" on page 32, or "Searching for files on your computer" on page 34.

If the photos include tags or keyword metadata, the Import Attached Tags dialog box appears.

2 Do one of the following:

• Select the tags you want to import. The tags you select are added to the Tags pane when the photos are imported. If a tag has an asterisk (*), it means you already have a tag of the same name in your catalog, and that existing tag will be attached to the photos.

• Click Advanced for additional options.

3 If you clicked Advanced, the Import Attached Tags (Advanced) dialog box opens. Do one or more of the following:

• Select the tags you want to import by clicking the boxes next to the tag names. When you select a tag, the options to the right of the tag become active.

• To rename a tag you are importing, click the button to the right of the tag under Import As New Tag Named, and type a name in the text box. Photoshop Album adds a tag with the new name to your catalog and attaches the tag to the imported photos.

• To map an imported tag to an existing tag in your catalog, click the button in the right-hand column under Use an Existing Tag and choose a tag from the pop-up menu. The tag name you choose gets attached to the imported photos instead of the tag name the photos originally had.

- Click Reset to Basic to clear your changes and return to the basic Import Attached Tags dialog box.

4 Click OK.

Photoshop Album imports the photos. The tags you selected are attached to the imported photos. New tags appear in the Tags pane under Imported Tags.

Note: *If the photos you are importing have a very large number of tags attached, a special dialog box appears. You can choose to import all of the tags or none of the tags. The photos are imported and appear in the photo well. If you prefer to select individual tags to import, undo the import by choosing Edit > Under Import Items, or select the entire import batch and delete it from the catalog. Then, reimport the photos in smaller batches.*

Setting file preferences

In the Files page of the Preferences dialog box, you can specify the location and size of certain files created by Photoshop Album. You can also choose how dates and captions are applied to photos you import.

To set file preferences:

1 Choose Edit > Preferences, and then click Files.

2 Under File Options, specify whether you want Photoshop Album to use the date on which the file was last modified. If you select this option, Photoshop Album will use this date only if it cannot find a date provided by the camera in EXIF format. If you deselect this option and a file does not contain an EXIF date, the file will have an unknown date.

3 Select Import EXIF Caption if you want Photoshop Album to import the EXIF caption stored by the camera when the photo was taken.

4 Select Automatically Search for and Reconnect Missing Files if you want Photoshop Album to automatically find files that are missing; for more information, see "Reconnecting to missing files" on page 113.

5 Specify locations for saving your catalogs and saved files. Click the Browse button to choose a new file location.

6 Under Offline Media, choose a proxy file size (see "Setting preferences for offline photos" on page 31 for directions).

Working with different file formats in Photoshop Album

You are able to work with several photo, video, and audio formats in Photoshop Album. A list of allowable image, sound, and video formats is below.

When you're exporting your photos, the file format you choose depends on the content of your image and how you plan to use it. For example, if you're saving an image for use on the Web, you should choose JPEG or PNG. If you want to work with a photo in Photoshop Elements, you should export the photo using PSD.

Photo file formats

Photoshop Album can work with the following image file formats:

JPEG Commonly used by digital cameras, JPEG is one of the standard formats for displaying images over the World Wide Web and other online services. JPEG is a good choice for e-mailing photos. You can choose the level of compression you want when you save a photo as a JPEG file. JPEG uses "lossy" compression techniques, in which files are made smaller by removing image data, so high levels of compression degrade image quality and produce a smaller file. Photoshop Album can export JPEG files (see "Exporting photos" on page 153).

TIFF Virtually all desktop scanners can produce TIFF images. Photoshop Album can work only with RGB TIFF images, not CMYK TIFF images. Photoshop Album can export TIFF files (see "Exporting photos" on page 153).

BMP A standard Windows image format; Photoshop Album does not export BMP files.

PNG Used for display of images on the World Wide Web, though some Web browsers do not support PNG images. Photoshop Album can export PNG files (see "Exporting photos" on page 153).

GIF The file format commonly used to display graphics and images in Web pages. GIF is a compressed format designed to minimize file size and electronic transfer time, but it is not good for supporting the range of colors typically found in photos. Photoshop Album doesn't support animated GIFs, nor does it export GIF files.

PSD The native format of Adobe Photoshop and Adobe Photoshop Elements files. These files are larger than some of the other supported file types. PSD files with multiple layers are flattened into one layer when imported. Photoshop Album can export PSD files (see "Exporting photos" on page 153).

PDF The native format of Adobe Acrobat files. You can export creations as PDFs (see "Sharing your photos with Photoshop Album creations" on page 119, and you can make PDF e-mail attachments (see "Sharing photos using e-mail" on page 146). You can also import a PDF file; Photoshop Album extracts JPEG images from the file and adds them to the catalog.

PDD PhotoDeluxe catalogs are saved as PDD files. Photoshop Album can import the photos, but cannot export in the PDD format.

Camera Raw Unlike other file formats, a camera raw file contains the unprocessed image data captured by the camera's sensor. As a result, camera raw image files are much larger than JPEG files (though smaller than uncompressed TIFF files). Photoshop Album can import camera raw files but cannot export in camera raw formats. Different camera manufacturers use different raw formats; for a list of supported cameras, refer to the ReadMe file installed with Photoshop Album.

Audio file formats

Photoshop Album supports the following sound file formats:

.mp3 A common audio file format that works well for compressing audio files while still keeping the quality of the sound when they are played.

.wav A standard audio file format known for good-quality audio.

Video file formats

When you import video clips, they are shown in the photo well as a thumbnail of the first frame. Photoshop Album supports the following video file formats:

Motion JPEG Commonly saved as .avi files.

MPEG-1/.mpg MPEG-1 movies are optimized for CD-ROM viewing. MPEG movies are saved in the .mpg format.

.mov QuickTime movies are saved in the .mov format.

.avi Audio/Video Interleaved format is used for Windows-based movies.

3GPP/.3gp The 3GPP video file format, used by some mobile phones, requires QuickTime 6.3 or later and the QuickTime 3GPP component.

Organizing Photos

Making sense of your photo collection

Photoshop Album lets you organize, sort, preview, and find your photos and video files. It does this by giving you access to these powerful tools:

• The timeline is especially powerful because Photoshop Album automatically organizes photos in the photo well by the date the photo was taken. Except for instances when you want to change the date of a scanned photo, you don't have to do anything to organize photos in the date order.

• The calendar view lets you easily find by date with an intuitive calendar interface. Thumbnails are displayed on the day you took the photos. To view a given day's photos in the calendar view, simply click the Play button.

• In addition to date/time, you can use keyword tags to find photos based on the people in them, where the photo was taken, the event, etc. In this way, tags let you cross-reference your photos, such as by different people's names, events, and places. Tags give you a powerful tool for finding and identifying photos so you don't have to use and remember each photo's filename, date, or folder. Using tags also liberates you from filing your photos in folders by subject, and from renaming your photos and videos. You can even add captions and notes, just as you would in a traditional photo album.

• Collections lets you create named collections in which photos, video clips, and audio clips can be displayed in the order you choose.

Organizing photos in the photo well

Photoshop Album automatically organizes your photos in the photo well by their creation date, the batch they were imported in, or folder location. Different views of the photo well and timeline—by date, import batch, or folder location—appear when you choose a view from the Sort menu in the options bar. For more information about the photo well, see "The photo well" on page 21.
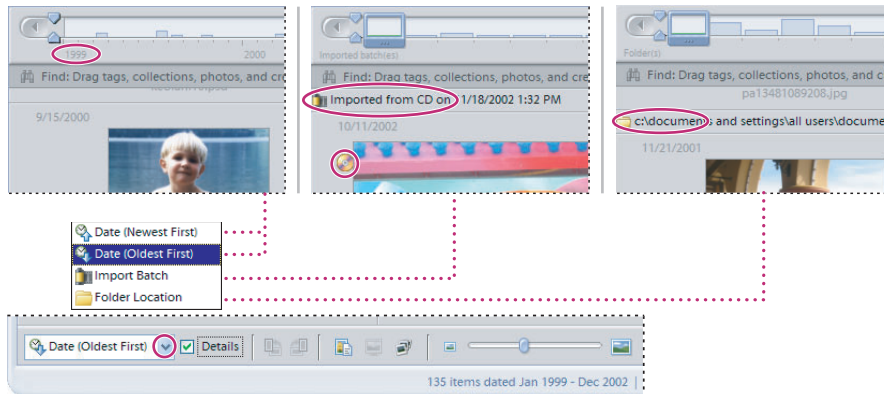
Choosing from the photo well arrangement menu displays different views in the timeline and photo well

You can find photos in the photo well even if you don't add a caption, annotate, or attach a tag to them. Using the timeline, you can show a date range of photos in the photo well. For example, when you have the photo well in date arrangement, selecting a date or range of time in the timeline causes the photo well to display the photos that were captured (or scanned) within that date or range.

Clicking a month in the timeline scrolls the view in the photo well to start at that month. The timeline also shows how items are distributed across time; the height of each bar is proportional to the number of images in each month. For more information about using the timeline, see "Using the timeline to find photos" on page 82 and "The timeline" on page 20.

Changing the date of a photo

Digital cameras automatically embed the date and time when you take a photo. This feature works well *if* the camera's clock is set correctly. But, if the camera's clock isn't set correctly or if the photo is taken in a different time zone from the camera's clock setting, the date and time embedded in the photo would be wrong. Photoshop Album has easy-to-use tools to fix the incorrect date and time.

Also, when you scan a photo, the photo has the file date stamp from the operating system. This file date is changed anytime the photo is edited. As a result, the file of a photo taken years ago would have a current date. For example, a photo taken in 1925 and scanned in 2003 will have 2003 as its date. Again, Photoshop Album lets you easily adjust the date to reflect the accurate origin of the photo.

To adjust the date and time of a photo or group of photos:

1 Select one or more photos in the photo well. Shift-click to select a series of photos. Ctrl-click to select nonadjacent photos. Then, do one of the following to open the Adjust Date and Time window:

• Click the date or time in a thumbnail. The pointer turns into a pointing finger 👆. Make sure that the Details option is selected in the options bar. This method works for all views in the photo well.
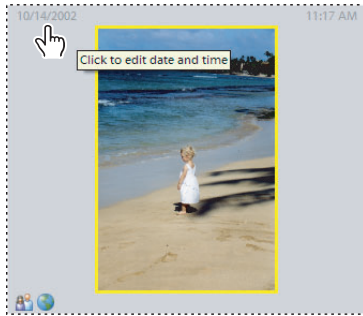
The pointer becomes a pointing finger when placed over
the date or time of a photo; click to adjust the date and time.

• Right-click a thumbnail and choose Adjust Date and Time from the context menu.

• Choose Edit > Adjust Date and Time from the menu bar.

• If only one photo is selected, click the Adjust Date and Time button 🖼 in the General options of the Properties palette. For more information about the Properties palette, see "Viewing information about a photo" on page 66.

2 In the Adjust Date and Time dialog box, do one of the following:

• To manually change date and time, select Change to a Specified Date and Time and then click OK. In the Set Date and Time dialog box, type or choose a year in the Year text box. Choose a month and day, or choose the question marks from the menu if unknown. Under Time, select Known and type or choose a time in the text box, or select the Unknown option.

• To change the time to the Modified Date of the file, select Change to Match File's Date and Time, and then click OK.

• To adjust the time ahead or back by a certain number of hours, select Shift by Set Number of Hours (Time Zone Adjust), and then click OK. In the Time Zone Adjust dialog box, select either Ahead or Back, and then either type or click the up or down arrows to specify the number of hours you wish to adjust. Then click OK.

• To adjust the time of multiple selected photos in relation to the oldest photo in the set, select Shift to New Starting Date and Time. Specify a new date and time for the earliest item in the group by selecting a new year, month, day, and time. Then click OK. For instance, if you change the time to one month earlier, one day, and one hour earlier, all the photos are adjusted back by the same amount.

Once you click OK, Photoshop Album adjusts the timeline to accommodate the updated photo and writes the new date and time to the photo's file on disk.

Note: *In the Adjust Date and Time dialog box, you can also select the Change to Match File Date and Time option.*

💡　To display dates in the format you've specified for your computer, press Ctrl+Shift+Alt+D. Pressing the shortcut again changes the date back to the format specified by Photoshop Album.

Using tags to organize your photos

Photoshop Album automatically organizes your photos in the photo well. However, you can enhance your photo organization by attaching keyword tags to them. Tags are a powerful tool for finding and identifying photos, video clips, audio clips, and creations so you don't have to remember each item's filename, date, or folder. Using tags also liberates you from having to file your items in folders by subject, and renaming them.

💡　If your photos are currently organized by folders, you can use the Instant Tag button to create and apply tags based on those folder names. For more information, see "Creating and attaching tags based on existing folder names" on page 55.

What are tags and how are they used?

Tags represent descriptive information that you attach to your photos, such as keywords. Tags appear as icons. They don't change the photos they are attached to; they simply give you additional and more flexible ways of finding and organizing your photos. For more information on using tags to find photos, see "Finding files by media type" on page 89.
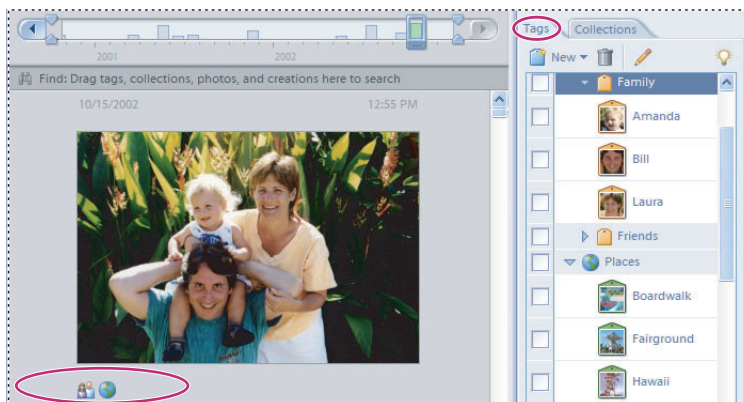
Tags in the Tags pane and attached to a photo

Tags are organized in the Tags pane; by default, there are four categories available: People, Places, Events, and Other. While these standard categories work fine, you can easily add, rename, or remove categories, and add your own subcategories to customize the catalog for your needs. Under either a category or subcategory, you create your own custom tags to give yourself even more options for identifying and finding photos. For more information, see "Organizing tags in the Tags pane" on page 51 and "Creating categories and subcategories for tags" on page 53.

For example, you may have family photos located in many different folders on your computer. With Photoshop Album, you can create a Parents tag and attach it to each photo featuring your parents, and then instantly find any photo with that Parents tag, regardless of where the photo is stored on your system. For more information, see "Attaching tags to and removing tags from photos" on page 47.

Moreover, you can attach more than one tag to a photo. For instance, photos of a family reunion party could be tagged with a Family tag, a tag of the event (for example, Reunions), and even a tag for the location of the party (for example, Hawaii). The use of multiple tags gives you even more flexibility in finding and identifying photos.

To show the Tags pane:

Do one of the following:

• Click the Organize button 📕 in the shortcuts bar, and then click the Tags tab below it.

• Choose View > Organize View, and then choose View > Tags from the menu bar.

Using tags to find photos

In the Tags pane, double-click a tag that reflects your search criteria; the search will find all photos that have that tag attached. Double-clicking a category tag displays all photos with that category tag plus any subcategory tag and custom tag listed within that category. Double-clicking a subcategory tag in the Tags pane displays all the photos with that subcategory tag plus any tag listed within that subcategory.

In the Tags pane, you can also click the check box next to a tag and display all the photos with that tag. Click the check boxes next to the tags that reflect your search criteria; the search will find all photos that have any or all of those tags attached. For more information, see "Finding files by media type" on page 89.

Creating your own tags

One of the keys to organizing your photos is creating useful and descriptive tags. For instance, you might make a tag called "Hawaii" under the Places category to represent your Hawaii vacation photos. You create tags using the Create Tag dialog box. In addition to creating tags within a category, tags can be created in a subcategory. For more information, see "Creating categories and subcategories for tags" on page 53.
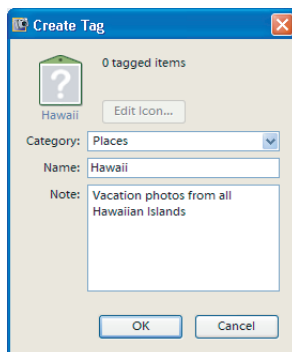
The Create Tag dialog box lets you create tags.

To create your own tag:

1 Click the New button 🗒 in the Tags pane and choose New Tag. (For information on creating categories and subcategories, see "Creating categories and subcategories for tags" on page 53.)

2 In the Create Tag dialog box, use the Category menu to choose which category or subcategory you want to list the tag under.

3 In the Name text box, type the name you want to give the tag.

4 In the Note text box, type any information you want to add about the tag. (For example, you could write that the tag represents vacation photos taken in Hawaii.)

5 Click OK.

The tag appears in the Tags pane under the category or subcategory you selected.

Notice that the tag has a question mark icon 🔲. The first time you attach the tag to a photo, it will use that photo as its icon (see "Attaching tags to and removing tags from photos" on page 47). You can also change the icon to a different photo, as described in "Modifying and deleting tags" on page 48.

Attaching tags to and removing tags from photos

Attaching tags is as simple as dragging them onto any photo or photos in the photo well.

To attach a tag to a single photo:

Do one of the following:

*   Drag the tag from the Tags pane onto the photo in the photo well.
*   Drag the photo in the photo well onto the Tag in the Tags pane.

The tag is now attached. If this is the first time you have attached the tag to a photo, the photo becomes the icon for that tag. To change the icon to another photo, see "Modifying and deleting tags" on page 48.
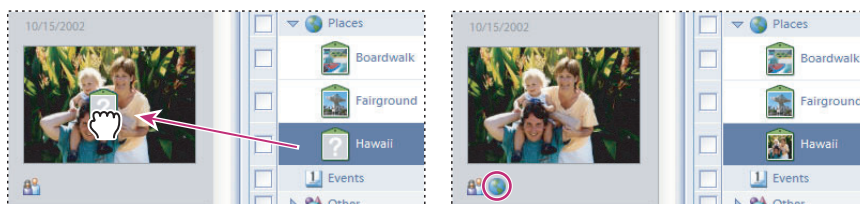
Dragging a tag from the Tags pane to a photo; after dragging, the tag is attached to the photo.

To attach one or more tags to one or more photos:

1 In the photo well, select one or more photos to which you want to attach any number of tags. (Click to select a single photo, Shift-click to select multiple photos in a series, or Ctrl-click to select nonadjacent photos.)

The selected photos are outlined in yellow.

2 Do one of the following:

*   Drag the tag from the Tags pane onto any of the selected photos.

- Right-click the selected photo(s) and choose Attach Tag, followed by the name of the tag you want to attach.
- Click to select a single tag, Shift-click to select multiple tags in a series, or Ctrl-click to select multiple tags. Then drag the tags onto any of the selected photos.
- Click to select a single tag, Shift-click to select multiple tags in a series, or Ctrl-click to select nonadjacent tags. Then drag the photos onto any of the selected tags in the Tags pane.

The tags are attached to all of the selected photos. If this is the first time you have attached the tag to a photo, the photo you dragged the tag to becomes the icon for that tag. If you selected multiple photos and dragged them onto a tag, the first selected photo becomes the icon for the tag. To change the icon for that tag, see "Modifying and deleting tags" on page 48.

Holding the pointer over a category icon lists the tags attached to a photo.

To apply a tag to the same photos that are in a collection, double-click the collection in the Collections pane. Then click the Tags tab to display the Tags pane. Select all of the photos in the photo well, and attach the tag to them.

To remove a tag from a photo:

Depending on the view in the photo well, do one of the following:

- Right-click the photo and choose Remove Tag, followed by the tag name.
- In larger views, you can right-click a category icon associated with the photo and choose Remove <*tag name*>.

To remove tags from multiple photos:

1 In the photo well, select the photos from which you want to remove a tag. Shift-click to select multiple photos in a series. Ctrl-click to select nonadjacent photos.

2 Right-click one of the selected photos and choose Remove Tag from Selected Items, followed by the tag name.

Modifying and deleting tags

After you've made a tag, you may want to change its category, its name, or the note you attached to it. Perhaps you find a better photo to use for the tag icon. Or you may not need a tag any more and want to delete it. You can edit any tag except the Favorites and Hidden tags.

You can also move tags and subcategories in the Tags palette to improve the organization of your tags. For more information on subcategories, see "Creating categories and subcategories for tags" on page 53.

To change a tag's category, name, or note with the Edit Tag dialog box:

1 Select the tag in the Tags pane and do one of the following to open the Edit Tag dialog box:

• Click the Edit button ✏ in the Tags pane.

• Right-click the selected tag and choose Edit *<tag name>* Tag from the context menu.

2 To change the category, choose a category or subcategory from the Category menu in the Edit Tag dialog box. If you choose New Sub-Category, the Create New Sub-Category dialog box opens. For more information on categories and subcategories, see "Creating categories and subcategories for tags" on page 53.

3 To change the tag's name, type a new name in the Name text box.

4 To change the tag's note, edit or add text in the Note text box.

5 Click OK.

To change a tag's category or subcategory by dragging and dropping:

1 Select one or more tags in the Tags pane. Click to select a single tag, Shift-click to select multiple tags in a series, or Ctrl-click to select nonadjacent tags.

2 Drag the tags onto the category or subcategory you want them in.

For information on dragging and dropping subcategories, see "Modifying and deleting categories and subcategories" on page 53

To change a tag's icon:

1 Select the tag in the Tags pane and do one of the following to open the Edit Tag dialog box:

• Click the Edit button ✏.

• Right-click the selected tag and choose Edit *<tag name>* Tag from the context menu.

2 Click Edit Icon in the Edit Tag dialog box.

3 To use a different photo for the icon, click Find to display all the photos that use that tag. Select a photo and click OK or use the arrows next to the Find button to page through and select the photo you want to use.

4 To change the portion of the photo included in the icon, resize and move the cropping marquee (the dotted outline). To resize, move the pointer to a corner of the marquee; when the pointer changes to a double-headed arrow, drag the corner. To move the marquee, place the pointer inside it; when the pointer changes to a hand, drag the marquee.

Resizing the cropping marquee (left); moving the cropping marquee (right)

5 Click OK, and then click OK in the Edit Tag dialog box.

To delete a tag:

1 Select the tag in the Tags pane. To select more than one tag, Shift-click to select multiple tags in a series or Ctrl-click to select nonadjacent tags.

2 Do either of the following:

• Click the Delete button 🗑 in the Tags pane.

• If you've selected a single tag, right-click and choose Delete *<tag name>*.

• If you've selected multiple tags, right click and choose Delete Selected Tags.

Note: *Do not press Delete on your keyboard. Photoshop Album will attempt to delete any selected photos, rather than the tag.*

Organizing tags in the Tags pane

Tags are viewed and managed in the Tags pane. All the tags and subcategories you create are displayed along with the ones provided by Photoshop Album. You can create tags under any category or subcategory you want. However, a little advance planning will help you create a set of tags that will work for you in the long run.
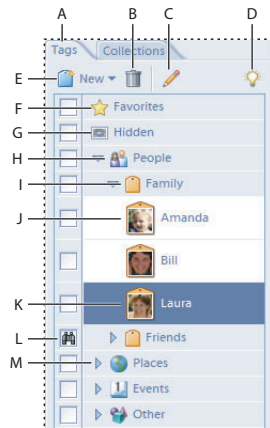
The Tags pane
A. Tags tab **B.** Delete button **C.** Edit button **D.** Show tag tips **E.** New button **F.** Favorites tag **G.** Hidden tag **H.** Category **I.** Subcategory **J.** User-created tag **K.** Selected tag **L.** Find check box **M.** Clickable display triangle for displaying lower-level tags

Don't worry about getting the organization right the first time you create tags. You can always come back later and edit them. For instance, it's easy to edit or move a tag to reassign it from one category to another. And of course, those reassigned tags will still be attached to the photos, unless you decide to remove or delete them.

For information on attaching, removing, and deleting tags, see "Attaching tags to and removing tags from photos" on page 47.

Working with the tag categories

At the top level in the Tags pane are four categories that initially come with Photoshop Album: People, Places, Events, and Other. However, you can rename or remove these, and create new categories as well. You can create tags or subcategories under any categories, depending on how you want to organize your tags.

Although you can attach a category or subcategory to photos as a tag, categories are intended primarily as containers for other tags. It's best to use categories and subcategories as headings for groups of tags. They are primarily useful when performing searches, because selecting a category or subcategory finds photos with any tag listed under that category or subcategory.

Here are some basic suggestions for using these four default categories:

People 👥 The People category is for tags you might want to create and attach to photos of different people. By default, your Photoshop Album catalog comes with "Family" and "Friends" subcategories under the People category. These two subcategories can always be edited or deleted.

Using the People category, you might create tags under the Family subcategory named "Amanda" and "Bill." You could then attach these tags to photos with those people in them. If you had a photo with Amanda and Bill in it, you could attach both of those tags to the photo. Later, you could use the tags to look for photos showing either or both of these people.

Places 🌐 Use the Places category for tags that identify where a photo was taken. You might create tags under Places for specific locations, such as Hawaii or San Francisco; general places, such as beaches and museums; or even for personalized locations, such as your uncle's farm.

Events 📅 You can use the tags under the Events category in many ways. For example, under Events you could create tags for weekend getaways, family gatherings, or birthdays. You can also create Events subcategories like holidays, parties, and vacations. Keep in mind that you don't need separate tags for each year an event takes place, since you can use the timeline to select a particular year along with that tag.

Other 🎲 This general category can be used for tags that don't fit in the other categories. For instance, you might put all your miscellaneous tags into this category, or you might create subcategories, such as Animals, Hobbies, or Nature, and create tags under them.

Using the Favorites tag and the Hidden tag

In addition to categories, subcategories, and tags, two special tags are displayed at the top of the Tags pane:

Favorites ⭐ This tag is very useful for easily finding your favorite photos, video clips, audio clips, or creations. Make sure that the Favorites tag is attached to a photo, and it will have preference in searches with the Favorites tag as a search criteria. For example, you might make a tag called "Michael" and attach it to all the photos that show your friend Michael. Next, you can identify your favorite Michael photos by adding a second tag, the Favorites tag, to them. Now, when you want to find your favorite Michael photos, simply select both the Michael tag and the Favorites tag as your search criteria.

For more information on how to use the Favorites tag in a search, see "Finding photos with the Favorites tag or the Hidden tag" on page 93.

Hidden 🔘 This is a special tag that's useful with photos, video clips, audio clips, or creations that you generally don't want to view or sort through, but that you don't want to delete. Photos with the Hidden tag attached are displayed only if you include this tag in the search criteria. For instance, suppose you have numerous photos of a friend and have created a "Friend" tag for these. Perhaps some of the photos aren't great—maybe they're out of focus. Yet you're not ready to delete them. Instead of attaching only the Friend tag to the flawed photos, you can also attach the Hidden tag. Now, these photos won't show up when you do a search for photos with the Friend tag. But, if you later want to find one of those out-of-focus photos, just search on Hidden along with Friend.

Keep in mind that you will still see the photo in the photo well (after attaching the Hidden tag to it) until you refresh the photo well by clicking the Show All button 🏠, choosing View > Refresh from the menu bar, or selecting a different view of the photo well from the options bar. Hidden photos appear in collections (for more information, see "Using collections to find photos" on page 59). Also, hidden photos appear in the list of photos displayed when you edit an icon. Similarly, if a photo is untagged, the tag icon may use a hidden photo for the icon.

All photos with the Hidden tag attached are normally hidden whenever you search for photos or when you click the Show All button 🏠. If you want to display hidden photos of a specific subject, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria.

For more information on how to use the Hidden tag in a search, see "Finding photos with the Favorites tag or the Hidden tag" on page 93.

Creating categories and subcategories for tags

To help organize your tags, you can create additional categories, or create subcategories under categories. You do so with the Create New Category command and the Create New Sub-category command.

Once you've created a category or subcategory, you can still change its name (and in the case of subcategories, the category it's contained in). For more information, see "Modifying and deleting tags" on page 48.

Note: You can always edit or delete a subcategory, but its icon appears as a plain tag and you cannot add a photo to it.

To create a new category or subcategory:

1 In the Tags pane, click the New button 📰 and choose New Category or New Sub-Category.

Note: You can also choose New Tag, and choose New Category or New Sub-Category from the Category menu in the Edit Tag dialog box that appears.

2 Create a new category or subcategory:

• To create a new category, type the name you want in the Category Name text box. Then click the icon you want to use from the Category Icon list.

• To create a new subcategory, type the name you want in the Sub-Category Name text box. Then use the Category menu to choose which category you want to list the subcategory under.

3 Click OK.

The category or subcategory now appears in the Tags pane.

Modifying and deleting categories and subcategories

After you've made a category or subcategory, you can rename it or delete it. You can also change the category under which a subcategory is located.

To change a category's/subcategory's name or location:

1 Select the category or subcategory in the Tags pane and do one of the following:

• Click the Edit button ✏️.

• Right-click and choose Edit *<category name>* Category from the context menu.

• Right-click and choose Edit *<subcategory name>* Subcategory from the context menu.

2 Edit the category/subcategory:

• To change the category's/subcategory's name, type a new name in the Category/Sub-category Name text box.

- To change the icon a category uses, click the icon you want from the Category Icon list.

  To add your own category icons to the list, place 20-pixel by 20-pixel images in the shared_assets\caticons folder located in the Photoshop Album folder.

- To change the category a subcategory is listed under, choose a category from the Category menu. For more information on subcategories, see "Creating categories and subcategories for tags" on page 53.

3 Click OK.

To change a subcategory's category by dragging and dropping:

1 Select one or more subcategories in the Tags pane. Click to select a single subcategory, Shift-click to select multiple subcategories in a series, or Ctrl-click to select nonadjacent categories.

2 Drag the subcategories onto the category you want them in. Subcategories can only be dragged into categories, not onto tags or other subcategories.

Any tags within the subcategory you are moving move with that subcategory.

To delete a category or subcategory:

1 Select the category or subcategory in the Tags pane.

Note: You cannot delete multiple categories or subcategories.

2 Do one of the following:

- Click the Delete button 🗑 in the Tags pane.

- Right-click and choose Delete *<category name>* Category.

- Right-click and choose Delete *<subcategory name>* Subcategory.

Note: Do not press Delete on your keyboard. Photoshop Album will attempt to delete any selected photos, rather than the category or subcategory.

Creating and attaching tags based on existing folder names

If you've already organized your photos into folders before ever using Photoshop Album, you probably don't want to lose all the organizing you've done. Fortunately, with the Instant Tag button, you can quickly create and apply a tag with a folder's name to all of the items in that folder. You can then use that tag anytime you want to see all of the items in the folder.
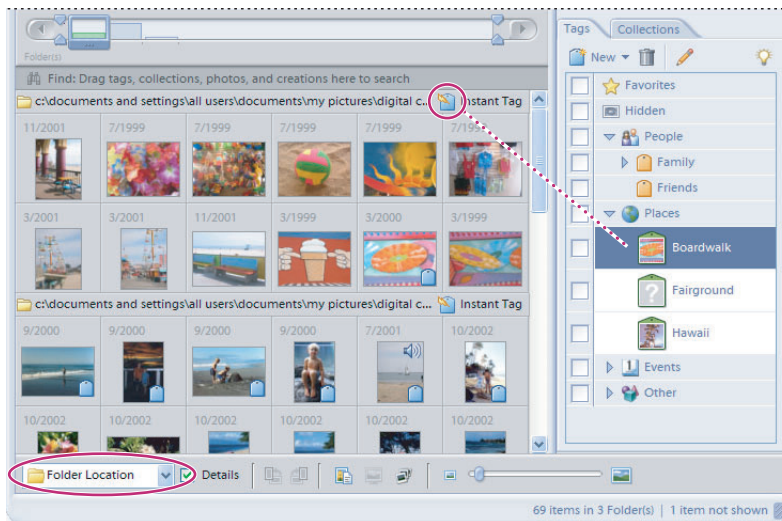
In Folder Location view, the photo well shows the folder's pathname and the photos the folder contains. This makes it easy to attach tags that reflect your photos' folder organization.

To create and attach a tag to the photos from a particular folder:

1 Click the Photo Well button ⊞ in the shortcuts bar.

2 Do one of the following:

• Choose View > Arrangement > Folder Location.

• Choose Folder Location from the menu in the options bar (located below the photo well).

The photos in the photo well are displayed according to which folder they are in, with the folder's full pathname listed above the photos it contains.

3 Scroll up or down until you see the folders and photos you want.

4 Click the Instant Tag button 🖹 on the right side of the separator bar that lists the folder's pathname.

All of the items in that folder are selected and the Create and Apply New Tag dialog box is filled in with the name of that folder.

5 Use the Category menu in the dialog box to choose which category or subcategory you want to list the tag under.

6 In the Tag Name text box, type the name you want to give the tag, or use the name of the folder, which is filled in by default.

7 In the Note text box, type any information you want to add about the tag. (For example, you could write that the tag represents photos of your favorite restaurant.)

8 Click OK.

9 Repeat steps 3 through 8 for each folder you want to create an instant tag for.

The tag appears in the Tags pane under the category or subcategory you selected and is applied to all items in that folder.

Notice that the tag uses the first photo in the folder as its icon. You can change the icon to a different photo, as described in "Modifying and deleting tags" on page 48.

Note: *For information on attaching the tag you made to photos in other folders, see* "Attaching tags to and removing tags from photos" on page 47. *For information on creating categories and subcategories to represent that folder's organization, see* "Creating categories and subcategories for tags" on page 53.

Viewing tags in the Tags pane

You can change how tags look and how they are listed in the Tags pane by using the Tag Options dialog box. To help you use tags, a set of tag-related tips can be displayed.

To display the Tags pane:

Do one of the following:

* Click the Organize button 📲 in the shortcuts bar, and then click the Tags tab below it.
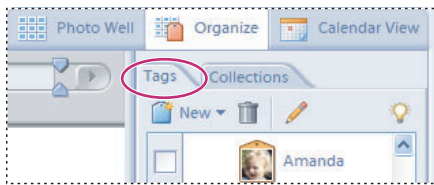
Clicking Organize button and the Tags tab shows the Tags pane.

* Choose View > Organize View, and then choose View > Tags from the menu bar.

To display a tag:

Do one or both of the following in the Tags pane:

* Use the scroll bar to scroll up and down the list of tags, as needed.
* Click the display triangle ▶ next to a category or subcategory to display the tags under it.

To expand or collapse the list of tags in the Tags pane:

Choose View > Expand All Tags or View > Collapse All Tags from the menu bar.

To change to a different view of the tags:

1 Choose View > Tag Viewing Options.

2 In the Tag Options dialog box, select the size you want the tags to appear:

* Select the small tag to list tags on separate lines under their categories or subcategories with no icons visible.
* Select the medium tag to lists tags on separate lines under their categories or subcategories with their icons visible. This view shows longer tag names than large tags.
* Select the large tag to list tags side by side under their categories or subcategories. This view shows larger icons but shorter tag names than medium tags.

3 If you selected small or medium tags, you can select the Alphabetical Order option to view your tags in alphabetical order regardless of their category or subcategory.

4 Click OK.
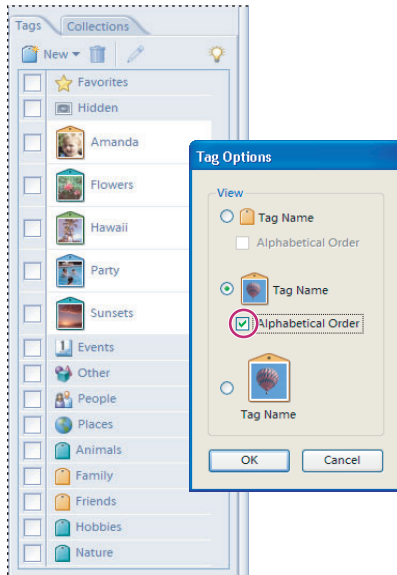
The Tags pane viewed with alphabetical order option selected; categories and subcategories move to the bottom of the tags list

To display and hide the tag-related tips:

Click the Show Tag Tips button 💡 at the top of the Tags pane to display the tip. Click the tip to close it when you are finished.

Using collections to organize your photos

Photoshop Album automatically organizes your photos, video clips, audio clips, and creations in the photo well. Depending on the view you choose, items in the photo well are normally listed either by date, import batch, or folder location. However, a collection lets you create a named subset of items in the photo well and display each item there in a custom order you create.

If you've already used tags, you'll find that collections operate similarly, in that you can create, edit, and modify collections in much the same way you do with tags. If you're familiar with tags, you know that items are displayed in one of the preset orders, and are often "filtered" in some way. For instance, you can set the timeline to show only certain items, or use the Hidden tag to hide items. With collections, however, the photo well always shows all of the items in the collection, even items marked with the Hidden tag. But most importantly, with collections, you can create a custom order in which to display items by dragging and dropping the items into the order you want. When viewing a collection, each item is then displayed in the photo well in the order you created. A number is displayed above the item indicating its position in the order.

In short, you can think of a tag as a marker of photos, and a collection as a container of photos.

💡 Use collections to organize your photos when making a creation.
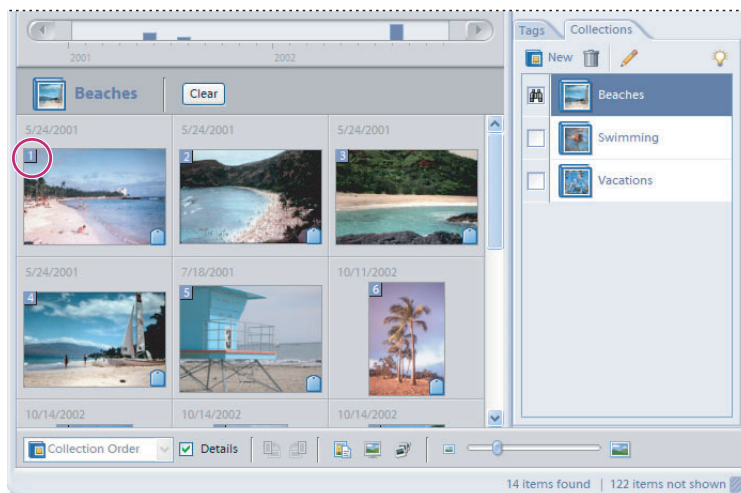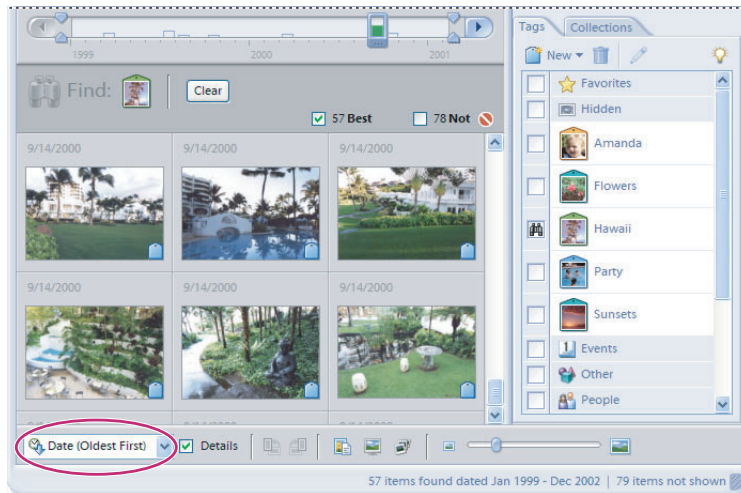
Above: Tags display items in one of four preset orders you select, such as by date.
Below: Collections display items in the custom order you create.

What are collections and how are they used?

A collection is a container that you put photos into. Using the photo well, you can then organize and display the photos in that collection in a custom order. (This is unlike tags, in which selecting a tag displays the photos associated with that tag either by date, import batch, or folder location.) Collections don't change the photos in them; they simply give you additional and more flexible ways of finding and organizing your photos.

For example, suppose you have photos from your trip to Japan. You could create a collection called "Ten Best Japan Photos" and put your ten favorite photos from that trip into that collection, and organize the photos from tenth best photo to the best photo. You could then show it in an instant slideshow or use it to make a creation based on that collection. For more information, see "Organizing photos within a collection" on page 64.

Moreover, you can put photos into more than one collection. For instance, you might also use some of the photos from your "Ten Best Japan Photos" in a "Twenty Favorite Vacation Spots" collection.
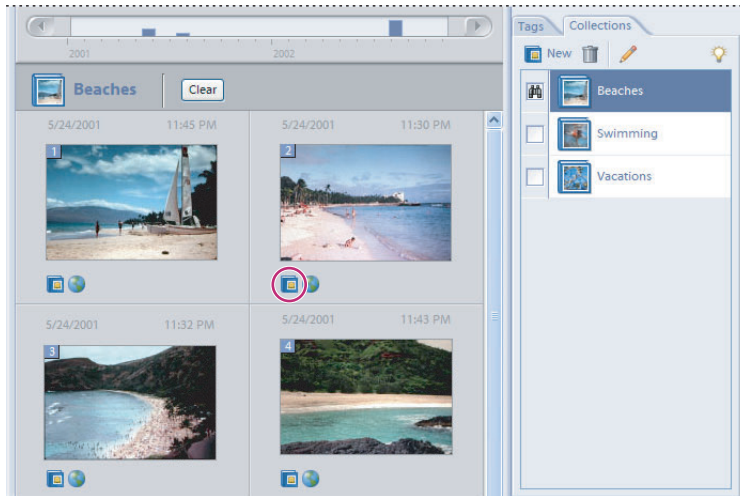
Collections in the Collections pane and identified with a photo

Collections are listed in alphabetical order in the Collections pane. When you first use Photoshop Album, there are no collections listed. However, you can easily add, rename, or remove collections for your needs.

To show or hide the Collections pane:

1 Do one of the following:

- Click the Organize button ▦ in the shortcuts bar, and then click the Collections tab below it.

- Choose View > Organize View, and then choose View > Collections from the menu bar.

2 Click the Show All button ⌂ to display everything in the photo well.

Using collections to find photos

Selecting a collection finds all of the photos that are part of that collection. However, you can only search for a single collection at a time. That's because the same items can be in different orders in different collections. For instance, the first photo in the collection "Lance's Cars" might be the last photo in the collection "Greg's Cars," making it unclear where to show that photo if both collections were selected at the same time.

To find photos using collections:

1 Do one of the following:

- In the Collections pane, double-click a collection that reflects your search criteria.

- Click the check box next to the collection.

- Drag the collection from the Collections pane to the find bar just above the photo well.

Note: *Items that have the Hidden tag attached always appear when you display a collection in the photo well.*

Creating your own collections

One of the keys to organizing your photos is creating useful and descriptive collection names. For instance, you might make a collection called "My Flower Arrangements" to represent your collection of flower photos. You create collections using the Create Collection dialog box.
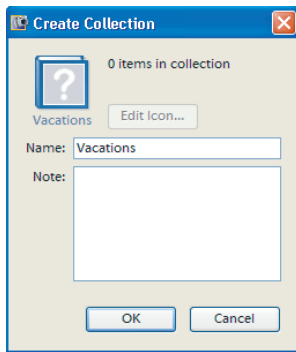
The Create Collection dialog box lets you create collections.

To create a collection:

1　Click the Create New Collection button 🖼 in the Collections pane.

2　In the Name text box, type the name you want to give the collection.

3　In the Note text box, type any information you want to add about the collection. (For example, you could write that the collection represents your flower arrangements dating from 1997.)

4　Click OK.

The collection appears in the Collections pane.

Notice that the collection has a question mark icon 🖼. The first time you put a photo into a collection, it will use that photo as its icon. You can also change the icon to a different photo, as described in "Modifying and deleting collections" on page 63.

Putting photos into and removing them from collections

Putting photos into a collection is as simple as dragging one or more photos in the photo well into the collection. The photos are then part of that collection.

To put a single photo into a collection:

1　Click Clear in the find bar or click the Show All button 🏠 in the shortcuts bar to display everything in the photo well.

2　Do one of the following:

- Drag the photo in the photo well into the collection in the Collections pane.
- Select the photo you want. Then right-click and choose Add to Collection, followed by the collection name.
- Drag the collection from the Collections pane onto the photo in the photo well.

The photo is now part of that collection. If this is the first time you have put a photo into the collection, the photo becomes the icon for that collection. To change the icon to another photo, see "Modifying and deleting collections" on page 63.
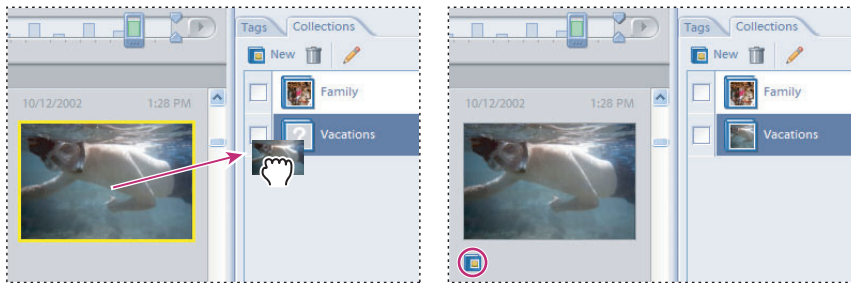
Dragging a photo from the photo well into the collection in the Collections pane; after dragging, the photo is part of that collection.

To add one or more photos to a collection:

1 In the photo well, select one or more photos you want to add to one or more collections. (Click to select a single photo, Shift-click to select multiple photos in a series, or Ctrl-click to select nonadjacent photos.)

The selected photos are outlined in yellow.

2 In the Collections pane, click to select a single collection, Shift-click to select multiple collections in a series, or Ctrl-click to select nonadjacent collections.

3 Add the photos to the collection(s):

- Drag the photos into any of the selected collections in the Collections pane.
- Right-click a selected collection and choose Add *<number>* Selected Items to Selected Collection(s).
- Drag a collection from the Collections pane onto any of the selected photos.
- Drag the collection(s) onto any of the selected photos.

The photos are part of the selected collections. If this is the first time you have put a photo into the collection, the photo becomes the icon for that collection. If you dragged multiple photos onto a collection, the first selected photo becomes the icon for the collection. To change the icon for that collection, see <u>"Modifying and deleting collections" on page 63</u>.

💡 To see which collections the photos are in, hold your pointer over each collection icon associated with the photo in the photo well or use the Properties palette.
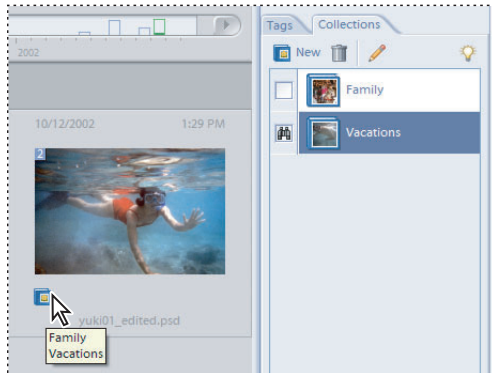
Holding the pointer over a collection icon lists the collections the photo is in.

To attach a tag to the same photos that are in a collection:

1 Select the collection in the Collections pane to display the photos in that collection.

2 Click the Tags tab to display the Tags pane.

3 Choose Edit > Select All.

4 Select and attach the tag(s) you want to the photos.

To put all the photos that have a particular tag attached into a collection:

1 Click Clear at the top of the photo well if you're currently in the Collections pane.

2 Click the Tags tab to display the Tags pane.

3 Select the tag to display the photos with that tag attached.

4 Click the Collections tab to display the Collections pane.

5 Choose Edit > Select All.

6 Do one of the following:

• Put the photos into the collections.

• Create a collection and put the photos into it.

To remove a photo from a collection:

Depending on the view in the photo well, do one of the following:

• Right-click the photo and choose Remove from Collection, followed by the collection name.

• In larger views, you can right-click a collection icon associated with a photo, and choose Remove from <collection name>.

To remove multiple photos from a collection:

1 In the photo well, select the photos you want to remove from a collection. Shift-click to select multiple photos in a series. Ctrl-click to select nonadjacent photos.

2 Depending on the view in the photo well, do one of the following:

• Right-click one of the selected photos and choose Remove Selected Items from Collection, followed by the collection name.

• In larger views, you can right-click the collection icon associated with the photos, and choose Remove from *<collection name>*.

Modifying and deleting collections

After you've made a collection, you may want to change the collection's name or the note you attached to it. Or perhaps you find a better photo to use for the collection icon. Maybe you decide you don't need a particular collection any more and want to delete it. Fortunately, you can do all these things with the Edit Collections dialog box.

To change a collection's name or note with the Edit Collection dialog box:

1 Select the collection in the Collections pane and do one of the following to open the Edit Collection dialog box:

• Click the Edit button ✏.

• Right-click the selected collection and choose Edit *<collection name>* Collection from the context menu.

2 To change the collection's name, type a new name in the Name text box.

3 To change the collection's note, edit or add text in the Note text box.

4 Click OK.

To change the photo used for a collection:

1 Select the collection in the Collections pane and do one of the following to open the Edit Collection dialog box:

• Click the Edit button ✏ in the Collections pane.

• Right-click the selected collection and choose Edit *<collection name>* Collection from the context menu.

2 In the Edit Collection dialog box, click Edit Icon.

3 To use a different photo for the icon, click Find to display all the photos in that collection. Select a photo and click OK or use the arrows next to the Find button to page through and select the photo you want to use.

4 To change the portion of the photo included in the icon, resize and move the cropping marquee (the dotted outline). To resize, move the pointer to a corner of the marquee; when the pointer changes to a double-headed arrow, drag the corner. To move the marquee, place the pointer inside it; when the pointer changes to a hand, drag the marquee.

Resizing the cropping marquee (left); moving the cropping marquee (right)

5 Click OK, and then click OK in the Edit Collection dialog box.

To delete a collection:

1 Select the collection in the Collections pane. To select more than one collection, Shift-click to select multiple collections in a series or Ctrl-click to select nonadjacent collections.

2 Do one of the following:

• Click the Delete button 🗑 in the Collections pane.

• If you've selected a single collection, right-click and choose Delete *<collection name>*.

• If you've selected multiple collections, right-click and choose Delete Selected Collections.

Note: *Do not press Delete on your keyboard. Photoshop Album will attempt to delete any selected photos, rather than the collection.*

Organizing photos within a collection

When you first create a collection, items are ordered in the order in which you added them to the collection. Once you have created a collection and put photos, creations, video clips, or audio clips into it, you can reorganize the order in which those items appear when displaying that collection. Items are numbered and appear in order from left to right and top to bottom. You can also reset all items in a collection to appear in chronological order, oldest first.

💡 Use collections to organize your photos when making a creation.

To change the order of items in a collection:

1 Select the collection.

2 In the photo well drag the items you want to their new location:

- To move a single photo, drag the photo to its new position.
- To move multiple photos, Shift-click to select multiple photos in a series or Ctrl-click to select non adjacent photos. Then drag the photos to their new location within the collection.

Dragging a photo from a collection in the photo well; after dragging, the photo appears in its new location.

To reset the order of items in a collection to oldest first:

1 Select the collection.

2 Right-click and choose Reorder *<collection name>* by Date (Oldest First).

Viewing information about a photo

The Properties palette contains detailed information about a selected photo or media file. In the Properties palette, you can view the name of the file, any captions or notes you've added to the file, metadata in the file, the dates you imported or modified the file, any creations using the file, any tags attached to the file, any collections the file is in, and the location (path) of the file on your computer. You can also record or listen to audio annotations attached to photos. For more information about listening to audio captions, see "Playing audio attached to photos" on page 70. Additionally, the Properties palette lets you rename a file, add a caption or notes, and adjust the date and time of the photo file.
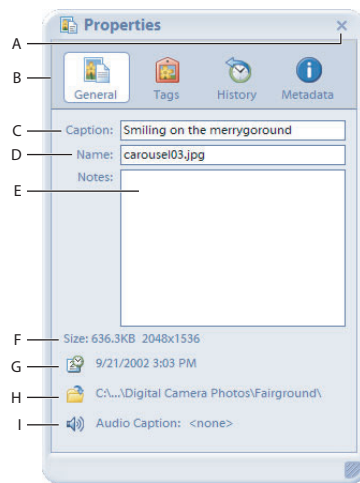
The Properties palette
A. Closes the Properties palette **B.** Buttons for choosing what information to view **C.** Caption **D.** Filename **E.** Type or view notes **F.** File size, dimensions (photos and video only), and playing time (audio only) **G.** Change the Date and Time **H.** Path to the file location on your computer **I.** Record, play, or attach the audio caption

To view information about a photo:

Double-click the thumbnail to display the photo as a single photo in the photo well. Make sure that the Details option is selected in the options bar. This procedure lets you view the filename, caption, tags, collection, and date and time information, and listen to an audio caption or sound annotation.

To view information about an item in the Properties palette:

1 Select a photo, video clip, or audio clip in the photo well or calendar view.

2 Display the Properties palette:

• Choose View > Properties.

• Click the Show or Hide Properties button 📑 in the options bar below the photo well.

• Right-click the photo, video clip, or audio clip and choose Show Properties from the context menu.

3 Select the type of information you want to view or modify:

- Click the General button 📄 to view or edit general information: any caption, the name and location of the file, notes, file size, pixel dimensions, duration (for video clips and audio clips), and any audio annotation.

   💡 To open a window displaying the folder the item came from, click the Folder button 📁 at the bottom of the pane.

- Click the Tags button 🎴 to view any tags attached to the item and any collections the file is in.

- Click the History button 🕐 to view the date a photo was imported and/or modified, and where it was imported from. The History information also includes a listing of any creation that uses the photo and a variety of other details, such as when it was shared or printed (the information shows up only if such activity has occurred for that photo).

- Click the Metadata button ⓘ to see a list of any metadata associated with the item, such as the make and model of camera, the camera settings used to take the photo, and the file type. To view basic camera information, select Brief in the lower section of the Properties palette. To view all EXIF (Exchangeable Image File) information, select Complete.

   💡 You can add captions and notes to your photo from the General options in the Properties palette. You can also rename a photo file by typing in the Name text box. For renaming a batch of photos, Photoshop Album has a Rename command. For more information on adding captions and notes, see "Adding captions, notes, and audio annotations to photos" on page 67. For details on renaming one or more photos, see "Renaming your photo files" on page 70.

To show or hide information about a photo in the photo well:

Do one of the following:

- Select Details in the options bar to show photo information. Deselect Details to hide the photo information.

- Choose View > Dates and Tags to toggle between showing and hiding photo information.

Adding captions, notes, and audio annotations to photos

Adding captions and descriptive notes to photos in a traditional album helps identify an image and bring back memories of a captured moment. You can do the same in Photoshop Album by adding captions and notes to your photos, video clips, and audio clips, and audio annotations to photos and video clips. Captions and notes are very useful in identifying your photos as well as finding them. Captions can be used in creations, printed in contact sheets, and viewed in a Web Photo Gallery or Adobe Atmosphere 3D Gallery. For more information on using captions and notes to find photos, see "Finding photos by filename, caption, or annotation" on page 94.

Captions can be added at any time after you bring photos into Photoshop Album. However, if you plan to use captions in a Photoshop Album *creation* such as an album, slideshow, video CD, calendar, photo book, Web Photo Gallery, or Atmosphere 3D Gallery, you must add a caption before making your creation. Otherwise, no captions will appear with your photos. For more information about making creations, see "Sharing your photos with Photoshop Album creations" on page 119.

💡 You can also search your catalog for captions and notes. For more information, see "Finding photos by filename, caption, or annotation" on page 94.

Adding captions to photos

Adding a caption to a photo, video clip, or audio clip is like giving it a descriptive title. You can add or view a caption in the single photo view of the photo well, the Properties palette, or with the Add Caption command. For more information on the single photo view, see "Choosing a viewing size" on page 79; for more information on the Properties palette, see "The Properties palette" on page 24.

To add a caption to a single photo:

Do one of the following:

- Double-click a photo in the photo well or drag the thumbnail slider all the way to the right to display the photo as a single view. Click the caption or the text "Click here to add caption" (if there is no existing caption). Then type the caption and click elsewhere on the thumbnail.

- Select a photo in the photo well or calendar view. Choose Edit > Add Caption. Type in the Caption text box and click OK.

- Select a photo in the photo well or calendar view. Make sure that the Properties palette is open (choose View > Properties if it isn't) and click the General button 📄 in the dialog box. Type in the Caption text box.

- Select a photo in Day View in the calendar view. Type in the Caption text box.

Note: *Captions can be up to 63 characters in length.*

To add captions to multiple photos:

Do one of the following:

1 Select multiple photos in the photo well.

2 Choose Edit > Add Caption to Selected Items.

3 Select Replace Existing Captions if you want to replace the captions on items that already have them.

4 Type in the Caption text box and click OK.

Note: *Captions can be up to 63 characters in length.*

💡 To remove captions, use the Add Caption command and enter a blank caption.

Adding notes to photos

Descriptive notes are an excellent way of identifying a photo and recording information you don't want to lose about your photos. The Notes text box in the Properties palette lets you enter and view information such as personal reminiscences or anecdotes about a photo. Keep in mind that notes can be viewed only on-screen in Photoshop Album.

Note: Notes can be up to 1,023 characters in length.

To add a note to a photo:

1 Select a photo in the photo well or calendar view.

2 Make sure that the Properties palette is open (choose View > Properties if it isn't).

3 Click the General button ▣.

4 Type in the Notes text box.

Adding audio captions to photos

In addition to adding captions and notes to describe and identify your photos, you can add an audio clip or record an audio caption.

Note: Your computer must have a microphone connected to record an audio caption.
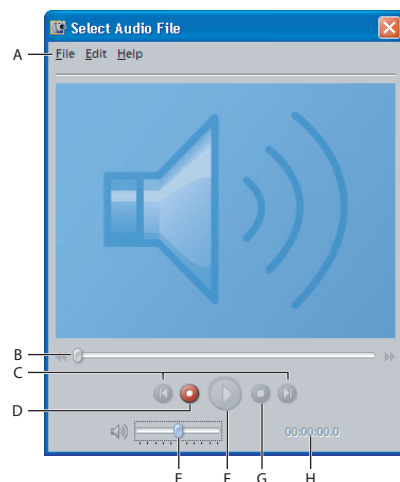
Audio window
A. Menu **B.** Drag the slider to a position to play a specific section of audio **C.** Start and End buttons **D.** Record button **E.** Volume control **F.** Play button **G.** Stop button **H.** Length of audio

To add an audio caption:

1 If you're recording a caption, make sure your computer is set up to record audio (for instance, that it has a microphone connected). See your computer's documentation for details.

2 Select the photo in the photo well or calendar view.

3 Make sure that the Properties palette is open (choose View > Properties if it isn't).

4 Click the General button ▣.

5 Click the Record Audio Caption button ◀◈.

6 Record a caption or attach an audio clip:

- To record a caption, click the Record button ⏺ in the audio window and begin speaking into the microphone set up for your computer. Click the Record button again when you've finished your audio caption. You can listen to your audio caption by clicking the Play button ▶. If you're not satisfied with the recording, click the Record button again to rerecord your audio caption.

- If you have an existing audio clip that you want to attach to your photo, choose File > Browse from the audio window menu. Then locate and select the audio clip and click Open.

7 Close the audio window to automatically save the new audio caption and attach it to your photo.

Playing audio attached to photos

With Photoshop Album, you're not limited to viewing only written notes and descriptions of your photos. You can also enjoy listening to any audio caption included in your photo(s).

To play audio captions:

1 Double-click the photo to display it as a single photo in the photo well.

2 Click the Play Audio Caption button 🔊.

3 Click the Play button ▶ in the audio window. Close the window once you're finished listening to the audio.

💡 You can also play audio captions by clicking the Audio Caption button 🔊 in the General options in the Properties palette.

Renaming your photo files

Renaming your files isn't necessary to find them with Photoshop Album. However, you may still want to give your files relevant names, especially if they've been imported from a digital camera and have just a string of numerals and letters. Photoshop Album lets you easily rename a file or batch rename a group of files. The new names are written to your computer's hard disk in case you want to find them in the file system.

When you batch-rename photos, the selected files are renamed with the name you specify followed by a numeric suffix. For example, if you renamed a group of files with the name, "Honolulu," the first selected photo file will be renamed "Honolulu-1," the following file will be renamed "Honolulu-2," and so forth. When necessary, Photoshop Album automatically adds additional suffixes to make sure that each name is unique. For example, if there is already a file named "Honolulu-2," the file being renamed would become "Honolulu-2-1."

To rename a file:

Select an item in the photo well or calendar view, and then do one of the following:

- Choose File > Rename from the menu bar. In the Rename dialog box, type a name in the New Name text box, and then click OK.

- If the Properties palette is open, type a new name in the Name text box.

💡 You can undo the renaming of files using CTRL+Z immediately after renaming.

To rename files in a batch:

1 Select items in the photo well. Shift-click to select items in a series. Ctrl-click to select nonadjacent items.

2 Choose File > Rename from the menu bar.

3 Type a name in the Common Base Name text box, and then click OK.

Note: *Keep in mind that if you batch rename an edited or duplicated photo, it is renamed as specified, losing its "_edited" or "-copy" suffix. The name of the original file is not changed if there is an edited copy.*

Organizing photos into catalogs

Adobe Photoshop Album creates links to your photos so that it knows where the photo is located, what file format it's in, what tags are attached to it, and so forth. Photoshop Album does this by keeping information about your photos, video clips, and audio clips in a database of information called the *catalog*.

When you launch Photoshop Album and bring in photos, a catalog is automatically created for you. You don't have to create it yourself. Your catalog keeps track of the photos, video clips, and audio clips on your computer and on other media such as CDs or DVDs. It's a collection of information about each photo, but it doesn't contain the actual photos themselves.
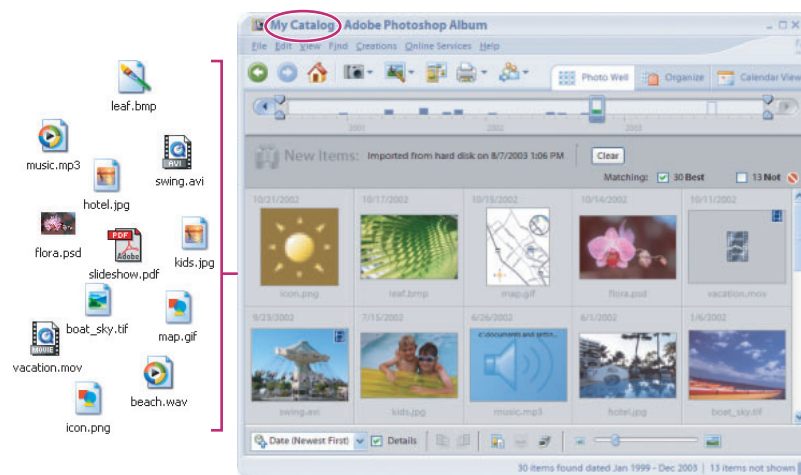
The Photoshop Album catalog references the photo files, video files, and audio files on your computer and displays a thumbnail of each in the photo well.

The catalog can also contain lots of other information about photos, including when the photo was taken and information you've added by using Photoshop Album, such as which tags are attached to the photo. All of this information enables Photoshop Album to give you flexibility in managing, identifying, and organizing photos.

Here's some of the information that Photoshop Album displays about the photos, video clips and audio clips in your catalog:

•   The path and filename of the photo file, video clip file, or audio clip file

•   The path and filename of any associated audio file

- The path, filename, and volume name of the original, full-resolution file (if the original file is stored *offline*, in other words, left on the CD or DVD)
- The path and filename of the original, unedited file (if the file has been edited)
- The name of any camera or scanner associated with the batch of imported photos
- Any caption you've added to a photo
- Any notes you've added to a photo
- The media type—that is, whether it's a photo, video clip, audio clip, or creation
- The date and time the photo was taken and whether its date is completely or only partially known
- Any tags that have been applied to the photo
- Any collections that the photo is in
- The photo's history: whether it was printed on a local printer, exported, shared by e-mail or online, sent to an online photo-finishing service, as well as any creations and Web galleries the photo was used in
- Edits that have been applied to the photo (such as rotation, cropping, and fixing red-eye)
- The pixel dimensions of any photos and video clips
- The creation settings (creation type, whether you are showing captions, showing page numbers, etc.) for creations

Creating new catalogs for additional users

Although Photoshop Album automatically creates a catalog for you when you first start the application and bring in photos, you can create more than one catalog. Most people won't need or want to have multiple catalogs. However, creating multiple catalogs might be useful if friends or family members share Photoshop Album on the same computer, yet they want to have their own, separate sets of photos and tag organization.

Note: *You can open only one catalog at a time, you cannot move photos or tags between catalogs, and you cannot search across multiple catalogs.*

To create a new catalog:

1 Choose File > Catalog.

2 Click New in the Catalog dialog box.

3 Choose a location for the catalog or use the default location shown in the dialog box.

4 Type a name for the catalog in the File Name text box.

5 Select Import Free Music into all New Catalogs to automatically import the free music files shipped with Photoshop Album. The music files are then available as background music for creations and PDF files.

6 Click Save.

Specifying the default folder for catalogs

Although it is generally not necessary, you can name a different folder in which to store any catalog you create. This flexibility is available in case you expect to create a very large catalog and want to store it on a different disk drive.

To specify a different default catalog folder:

1 Choose Edit > Preferences and select Files from the list on the left.

2 To change the location of the catalog or saved files, do one or both of the following:

• Click Browse to specify a different location for the catalog. Then navigate to the folder in which you want to store the catalog and click OK.

• Click Browse to specify a different location for saved files. Then navigate to the folder in which you want to store the files and click OK.

Note: Click Restore Default Settings to restore the folder pathname to its default location.

3 Click OK

Opening existing catalogs

Occasionally, more than one catalog is available for Adobe Photoshop Album. For example, another member of your family may have his or her own catalog in order to set up a separate set of photos and tags. (For more information, see "Creating new catalogs for additional users" on page 72.)
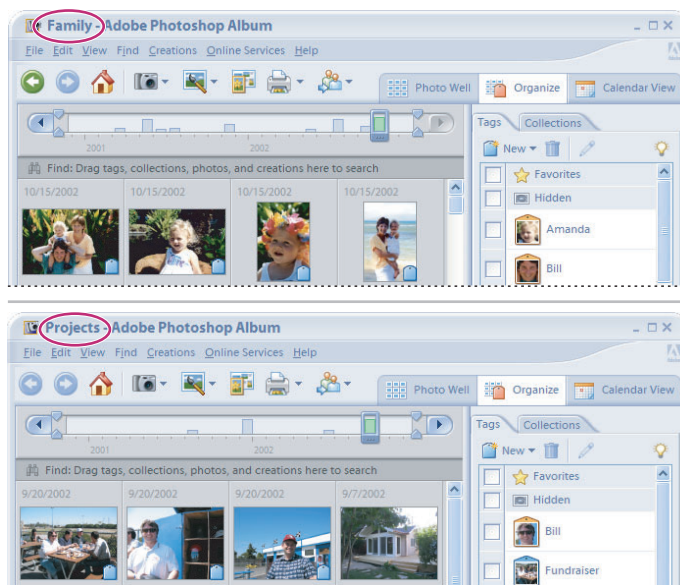
Creating different catalogs lets you use different tags and photos in each catalog.

To open another catalog:

1 Choose File > Catalog.

2 Click Open in the Catalog dialog box.

3 Locate the catalog, if needed, using the file browser in the dialog box.

4 Click Open.

Copying catalogs

The Save As option in the Catalog dialog box creates a new copy of your current catalog and then opens it as your new catalog, retaining your old one. This is useful, for instance, if you want to rename your catalog, or if you want to provide a catalog to someone else you know who wants to create his or her own sets of photos and tag organizations but wants to base it on your tag organization. (For more information, see "Creating new catalogs for additional users" on page 72.)

To create a new catalog by making a copy:

1 Choose File > Catalog.

2 In the Catalog dialog box, click Save As.

3 Choose a location for the catalog if you don't want it to be in the default location shown in the dialog box.

4 Type a name for the catalog in the File Name text box.

5 Click Save.

Note: This makes a duplicate copy of the catalog, but it does not make a duplicate of any of the items in the catalog. The new catalog links to all the same files as the original catalog.

Safeguarding and preserving your photo catalog

After all the effort you put into your catalog, you will always want to make sure to safeguard your work. You can preserve your work and your catalog, all within Photoshop Album. Or, perhaps your hard disk is filling up and you want to get the full-resolution masters of photos you don't use often off your drive and onto a CD. No other software is required; just use Photoshop Album's Backup feature or Burn feature.

Backup copies your catalog, along with your photos (both the original and any edited version you've made), video clips, and audio clips onto a CD or DVD. It's very useful to have a spare copy of your catalog and media files as a safety copy, in case you ever need to restore them due to a problem or accident.

Burn copies or moves your photos, video clips, and audio clips, but not your catalog onto a CD or DVD. This is useful when you want to provide a copy of your files to a friend, for instance.

Backing up your catalog and its contents

The Backup command makes a copy of the catalog and the photos, video clips, and audio clips you've brought into Photoshop Album, along with the folder structure they're stored in. You can back up the catalog to a hard drive or other media, such as writable CDs and DVDs.

To back up a catalog, along with the photos, video clips, and audio clips:

1 If you're backing up to CD or DVD, make sure you have a CD or DVD drive with writable media connected to your computer. If you're making an incremental backup, make sure you have the media containing the last full backup.

2 Choose File > Backup from the menu bar.

Note: *Backup backs up only the currently open catalog. If you have multiple catalogs, be sure to open the one you want to back up.*

The Burn/Backup wizard appears with the option Backup the Catalog selected.

3 Click Next.

If necessary, a dialog box appears and asks whether you want to check for missing files and reconnect them first.

4 Click Continue to proceed, or Reconnect to check for missing files.

5 If you clicked Reconnect, and any files can't be found, the Reconnect Missing Files dialog box appears and prompts you to reconnect the missing files. For more information, see "Reconnecting to missing files" on page 113.

6 Select options from Step 2 of the Burn/Backup Wizard and click Next:

• Full Backup to create a copy of the entire catalog, all the photo files, video clips, audio clips, and other related files. You should choose this option at least the first time you backup your files.

• Incremental Backup to make a copy of the catalog and all new or modified photo files, video clips, audio clips, and other related files since the last full or incremental backup.

7 Select options from Step 3 of the Burn/Backup Wizard:

• Select the CD or DVD drive, or hard drive folder to which you want to burn the items. (If necessary, create a new folder to hold your backup files.) Click Browse to search for the drive if it isn't listed in the Destination Drive list.

Note: *If you back up to a folder on your computer's internal hard drive, the files there are renamed by Photoshop Album with an alphanumeric code. This prevents you from ending up with multiple files with the same name in the same backup folder. However, Photoshop Album restores the names when you restore the files. It's best to back up to a CD, DVD, or attached hard drive.*

• Type a name for the CD or DVD in the Name text box, or accept the default name.

• Choose a speed at which to burn the items. The highest possible speed for your drive and CD/DVD media is chosen by default. If that speed doesn't work, try progressively lower speeds until you find one that works.

• Backup Path is the location the files will be backed up. To change the location, click Browse and select another location.

• Previous Backup File is the file that is used to determine how many files have changed if you are making an incremental backup. To change the backup file, click Browse and select another file.

8 After Photoshop Album calculates how many discs are needed for the backup, click Backup. Photoshop Album prompts you to insert writable CDs or DVDs as needed.

9 If you're making an incremental backup, locate or insert the media containing the last full backup. Then follow the on-screen directions to insert the media on which you want to make the incremental backup. If the backup won't fit on the media, Photoshop Album notifies you and asks for additional media as needed.

Note: *Photoshop Album will give you the option of verifying the disc or not. While verifying is time-consuming, it's recommended, to make sure that the discs were created correctly.*

Once you're finished, it's a good idea to mark any removable media, such as a CD, with the name and date of the backup.

Burning your photos to a CD or DVD

The Burn command is used to copy a set of photos to a CD or DVD. For instance, instead of sharing your photos in a slideshow or PDF that's put on CD, you might want to create a CD with just the photos only. Or, perhaps your hard disk is filling up and you want to get the full-resolution masters of photos you don't use often off your drive and onto a CD.

The Burn command includes a Move option. With this option, all the master files of the selected photos are written to a CD or DVD, and then a low-resolution proxy (copy) is written to your hard disk and the master files are deleted from your disk. Now, you can continue to see the photos in your catalog just as before (a CD icon 🌐 shows up on items that are offline) and view them on-screen, but you've freed up most of the disk space they used. When you try to print a photo whose master file is offline, or do something else that requires the full-resolution file, you'll be prompted for the disc you created.

To burn photos, video clips, and audio clips:

1 Make sure you have a CD or DVD drive with writable media connected to your computer.

2 Select the items you want to copy.

3 Choose File > Burn.

The Burn/Backup wizard appears with the option Copy/Move Files selected. If you haven't selected any files, a dialog box appears, and gives you the option to select all files in the photo well.

4 Click Next.

5 Select options from Step 2 of the Burn/Backup Wizard and click Next:

• Move Files deletes the selected full-resolution photos from your computer after it copies them to the CD or DVD. A thumbnail of the items remains.

Note: *The Move Files option is not available for video clips and audio clips.*

• Copy/Move Only Edited Files burns just the edited files if the original files exists, and burns the original if there is no edited version.

• Copy/Move Both Edited and Original Files to burn both types of files.

6 Select options from Step 3 of the Burn/Backup Wizard:

• From the Destination Drive list, select the CD or DVD drive to which you want to burn the items. Click Browse to search for the drive if it isn't listed.

• Type a name for the CD or DVD in the Name text box, or accept the default name.

- Choose a speed at which to burn the items. The highest possible speed for your drive and CD/DVD media is chosen by default. If that speed doesn't work, try progressively lower speeds until you find one that works.

7 After Photoshop Album calculates how many discs are needed for the archive, click Burn. Photoshop Album prompts you to insert writable CDs or DVDs as needed.

Note: *Photoshop Album will give you the option of verifying the disc or not. While verifying is time-consuming, it's recommended, to make sure that the discs were created correctly.*

Once you're finished, it's a good idea to mark any removable media, such as a CD, with the name and date of the copy.

Repairing and restoring your catalog

In the event of a problem with your catalog, Photoshop Album lets you recover and restore your catalog, along with your photos (both the original and any edited version you've made), video clips, and audio clips.

Using the Recover command to repair a catalog

When your catalog is damaged by a power failure or technical glitch, Photoshop Album displays a message saying that there's a problem with the catalog. Use the Recover command to fix it. The Recover command also compacts the catalog, removing any unused space.

To use the Recover command:

1 Choose File > Catalog.

2 Click the Recover button in the Catalog dialog box.

3 Click OK when prompted to proceed.

Restoring your catalog to a previously saved version

Sometimes, you want to restore your catalog to a previously saved version. Perhaps you accidentally deleted photos from your current catalog and want them back. The Restore command places the backup copy of the catalog, photos, video clips, and audio clips into Photoshop Album. You could also use this command to move your catalog, photos, etc., to another computer. In this case you might use the Backup command to copy everything onto a writable CD or DVD and then use the Restore command to place the files from the CD or DVD onto the other computer.

To restore a catalog, along with the photos and related media:

1 Insert the media, such as the CD or DVD onto which you made the backup.

If you've backed up to an external hard drive, make sure that it's connected to your computer. If you select a CD or DVD, Photoshop Album prompts you to insert discs if your backup is contained on more than one disc. Follow the on-screen instructions, which will differ depending on whether you're restoring a single backup set or a single backup set plus one or more incremental backups.

2 Choose File > Restore from the menu bar.

3 Select where you want to restore from:

- Restore from CD or DVD if your backup files are on either of these media.

- Restore from Hard Disk or Other Storage Volume if your backup files are on your hard disk or some other media, such as a flash drive.

4 Select the drive from the list and click Restore.

Viewing and Finding Photos

Viewing photos in the photo well

Photos, video clips, audio clips, and creations appear in the photo well organized in grids of thumbnails you can resize. The buttons in the options bar help you organize and sort files in the photo well. (See "The photo well" on page 21.)

You can also view photos by date, using the calendar view. For more information, see "Using the calendar view" on page 83.

Choosing a viewing size

The thumbnail slider in the options bar lets you adjust the layout of your media files in the photo well. As you move the slider, the size of the thumbnail images in the photo well changes. Smaller thumbnails allow you to see many images at once, while larger thumbnails show more detail and make it easier to identify individual photos.
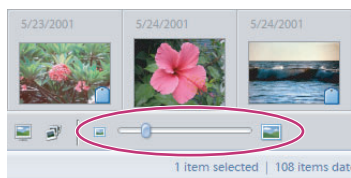
Adjust the thumbnail slider to change the viewing size of your photos

When Details is selected in the options bar, you can see information about each photo, such as the date and the tags that are attached. You can change the date assigned to the photo by clicking it (see "Changing the date of a photo" on page 43). If the Show File Names in Details preference is selected, the file name of the photo is also displayed (see "Setting viewing preferences" on page 81). The amount of information displayed in the photo well varies depending on the size of the thumbnail.

At the far right of the thumbnail slider is the single photo view, which shows one photo at a time in the photo well. If Details is selected in the options bar, you can view and edit the photo's caption or audio annotation in single photo view.
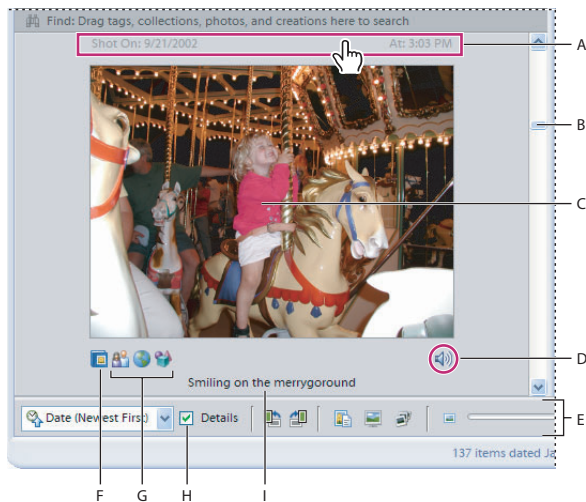
Single photo view
A. Click to edit date and time **B.** Scroll to the previous/next photo **C.** Double-click to open Fix Photo window **D.** Click to add or play audio caption **E.** Options bar **F.** Indicates that photo is used in a collection **G.** Tags attached to the photo **H.** Select to view date, caption, and audio annotation **I.** Click to add or change caption

To choose a viewing size:

Do one of the following:

- Move the thumbnail slider in the options bar.

- Click the button to the left of the slider to display the smallest thumbnails possible.

- Click the button to the right of the slider to display a single photo.

☀ You can also display a photo in the single photo view by double-clicking its thumbnail.

To view photos using the full screen:

1 Select one or more photos in the photo well, and do one of the following:

- Choose View > Show Full Screen.

- Click the Full Screen Preview button 🖥 in the options bar.

2 Use the left and right arrow keys to view the previous or next photo in the photo well. If you selected more than one photo, the arrow keys only display the photos in your selection.

3 Click the mouse button or press the Escape key to return to Photoshop Album. The photo you were viewing full-screen is selected in the photo well.

To refresh thumbnail views:

Choose View > Refresh. You'd want to refresh your view, for example, after you attached the hidden tag to an image, because it will not become hidden until you refresh.

Sorting files in the photo well

Photoshop Album gives you different ways to sort your catalog in the photo well. You can also decide what kind of media files appear in the photo well.
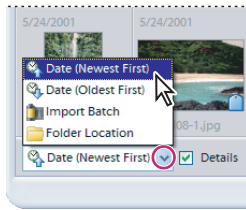
Photo Well Arrangement menu in the options bar

You can choose from the following sort options:

- Date (Newest First) to show the most recently taken or imported photos first. (Within a given day, the photos are still shown in the order they were taken, oldest-first). Newest-first order is convenient when you need to attach tags to the photos you imported most recently.

- Date (Oldest First) to show all the photos in chronological order.

- Import Batch to display photos in the batches in which they were imported. Each batch is separated by a bar that displays information about the way you got the photos.

- Folder Location to display photos by the folders in which they are stored.

- Color Similarity is activated only when you're viewing photos that have similar color distribution. (See "Finding photos using color" on page 96 for directions.)

- Collection Order is activated only when you're viewing a collection. (See "Using collections to find photos" on page 59.)

To sort files in the photo well:

Do one of the following:

- Choose an option from the Photo Well Arrangement menu in the options bar.

- Choose View > Arrangement, and then choose an option from the pop-up list.

To choose the kinds of media to view:

1 Choose View > Media Types.

2 In the dialog box, select or deselect the media types you want to view.

Setting viewing preferences

You can specify preferences for how you want photos and details to appear in the photo well.

To set viewing preferences:

1 Choose Edit > Preferences, and then click General.

2 Select Allow Photos to Resize to allow photos to scale up past 100% of actual size, to the maximum size for the space available. Deselect this option to display small images at their actual size even when more space is available for display.

3 Select Show File Names in Details to display the file name of each photo in the photo well when the Details option is selected in the options bar.

Using the timeline to find photos

Because Photoshop Album automatically organizes your photos in the timeline, you can view and find photos without ever attaching tags to them. The timeline is divided into years and months. You can jump to a particular month in any year by clicking that month in the timeline. Photoshop Album then displays photos for that month in the photo well. To help you identify a month, hold your mouse pointer over a bar in the timeline, and the name of the corresponding month appears. You can also select a range of time in the timeline to view photos taken within that range.

The timeline helps you view and find photos by date, import batch, or file location, depending on the setting you choose in the options bar. (See "Sorting files in the photo well" on page 81.) If you're viewing photos by date, the height of each bar is proportional to the number of images in each month. If you're viewing by Import Batch, the height of the bars is proportional to the number of photos you imported together (or in a batch). If you're viewing photos by folder location, the height of the bars in the timeline is proportional to the number of images in each folder.

💡 If a bar in the timeline is partially blank, that means that you have photos with the Hidden tag attached in that month, batch, or folder. To view these photos, include the Hidden tag in your search. (See "Finding photos with the Favorites tag or the Hidden tag" on page 93.)

The timeline works with tagged photos to help you refine searches. For example, let's say that you're looking for pictures taken at your friend Richard's birthday parties over the years. Assume that pictures taken of Richard would all have the tag "Richard" attached to them. Richard's birthday happens in the same month (December, for example) every year, so to find his birthday photos, you'd search on the "Richard" tag, and then click the December bars of every year in the timeline to see the photos taken at every birthday party.
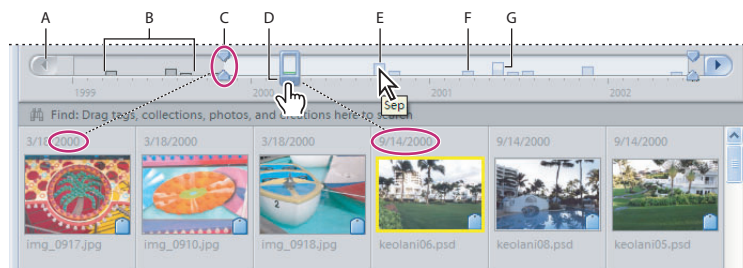
Using the timeline
A. Click to scroll the range of the timeline **B.** Gray area indicates photos out of set range **C.** Drag end points to refine searches **D.** Click a bar or drag the marker to scroll to a different month **E.** Hold pointer over a bar to identify its range (month, import batch date, or file location) **F.** The height of the bar indicates the number of photos **G.** Blank area indicates hidden photos

To view and find photos using the timeline:

1 Choose View > Timeline if the timeline is not visible.

2 Choose an option from the Photo Well Arrangement menu. (See "Sorting files in the photo well" on page 81.)

3 Do one of the following:

• Click and drag the timeline endpoint markers in or out to the range you'd like to view.

• Choose Find > Set Date Range. For both the start date and end date, type a year in the Year text box, and then choose a month and day to specify the date range you want to search. Click OK.
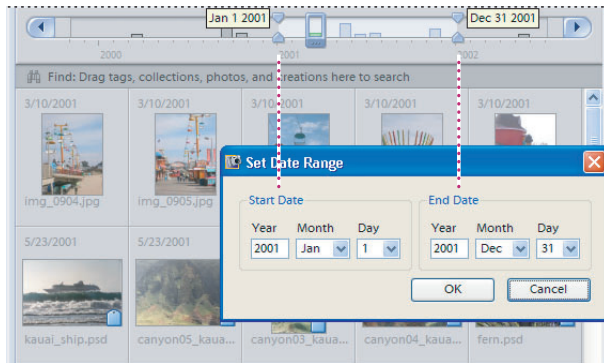
Setting a date range
The end points in the timeline correspond to the start and end dates specified for a date range.

Photoshop Album adjusts the date range selection in the timeline and displays photos within that range in the photo well.

4 Drag the end points to refine your date range if you like.

To use the timeline with tagged photos:

1 Drag and drop a tag onto the find bar. (See "Using the find bar" on page 92.)

2 Drag the timeline endpoint markers in or out to the range you'd like to search.

3 Photos with the tag found in the range of dates appear in the photo well.

Using the calendar view

The calendar view lets you browse through your photos chronologically or find photos from a particular day, month, or year. When you've found the day you're looking for, you can view that day's photos as a mini-slideshow. You can even keep track of recurring events, such as holidays and birthdays, and add notes to any day in the calendar view. In the calendar view, you can do many of the same operations on photos that you can do from the photo well.

To switch to the calendar view, simply click the Calendar View button [icon] in the shortcuts bar. To switch to the photo well, click the Photo Well button [icon] in the shortcuts bar.

Using the calendar view
A. Click to select a month **B.** Click to select a year **C.** Click to view photos with unknown dates **D.** Click to select a date **E.** Click to display calendar view **F.** Click to view previous/next month **G.** Custom event **H.** Date currently selected **I.** Holiday **J.** Click to choose year, month, or day view **K.** Click to view previous/next day
L. Right-click photo to display commands **M.** Number of photos for selected date **N.** Controls for viewing slideshow **O.** Click to display item in photo well **P.** Add an event **Q.** Enter a daily note

Viewing and finding photos in the calendar view

The calendar view lets you navigate through your catalog by year, month, or day, or display a specific day of your choosing.

To view and find photos in the calendar view:

1 Do one of the following:

• Click the Calendar View button [icon] in the shortcuts bar.

• Choose View > Calendar View.

2 Navigate to the month and day you want to view by doing one of the following:

• Click the left arrow button [icon] and right arrow button [icon] to go forward or backward. Hold down the arrow buttons to move forward more rapidly.

• Click the name of the month to display a list of months from which you can choose.

• Click the name of the year to display a list of years from which you can choose.
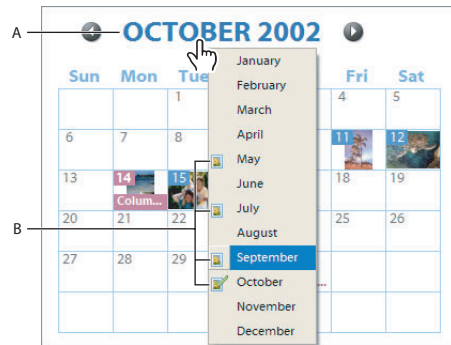
Choosing a different month in the calendar view
A. Click the month to display a list of months **B.** The list shows which months contain photos

3 Click the day of interest.

4 If there is more than one photo in the day, click the Play button ⊙ to start a mini-slideshow in the calendar view.

5 If you see a photo you want to find in the photo well, click the Back to Photo Well button ▦ under the photo.

💡 Many of the photo commands you use in the photo well can also be used in the calendar view. Just right-click a photo to see a menu of commands available.

To view photos by year, month, or day:

Do one of the following:

• Click the Year ▦, Month ▦, or Day ▭ button at the bottom of the calendar view.

• In the year or month view, double-click a day. The calendar switches to day view and displays the first photo for that day.

To jump to a particular date in the calendar:

Click the date display, and then enter the date you want to find.
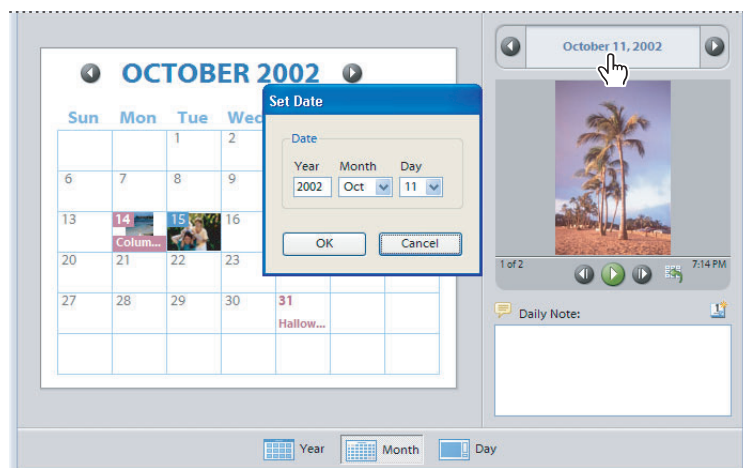
Jumping to a day in the calendar

To view photos in the day view:

1 Select the day you want to view and click the Day button ▢.

2 Do one of the following:

• To view a photo, click its thumbnail in the column to the right.

• To view all the photos for the selected day as a slideshow in the calendar view, click the Play button ⊙.

• To view the currently selected photo full-screen, click the Full Screen Preview button ▣. Press the Escape key to return to Photoshop Album.

• Click the Slideshow button 🗗 to view the photos for the selected day as a full-screen slideshow; see "Viewing photos as instant slideshows" on page 94.

To view photos with unknown dates:

Click the Unknown Date icon [?]. If the month and year of a photo are known, but not the day, the Unknown Date icon appears in the upper-right corner of the month. If only the year of a photo is known, the icon appears in the upper-right corner of that year in the year view of the calendar. Photos with an unknown year do not appear in the calendar view at all.

The Unknown Date icon might represent more than one photo. If so, the photos can be viewed as a slideshow, just as dated photos can.

Adding notes, events, and captions in the calendar view

The calendar view lets you keep track of dates and photos through daily notes, events, and captions. Daily notes and events correspond to days in the calendar, while captions apply to the photos themselves.

To add a daily note to the calendar view:

Select a day in the calendar view, and type the note in the Daily Note text box. You can add a daily note to any day in the calendar, even if it doesn't have photos. In the month view, a Note icon 🗨 appears on each day that has a daily note.

Note: A daily note is different from a caption. It corresponds to a day in the calendar, rather than a particular photo. Daily notes can only be accessed in the calendar view; they are not visible in the Properties palette.

To add an event to the calendar view:

1 Do one of the following:

• Click the Event icon 🔢.

• In the month or year view, right-click a day and choose Add Event from the context menu.

2 Type a name for the event in the Event Name box.

3 If necessary, change the dates shown in the pop-up menus.

4 If the event is annual, select Repeating Event. If desired, type in a year when the repeating event ends. When you're done, click OK.

In the month and year views of the calendar, holidays and events are displayed using special colors.

Holidays and events displayed in the calendar view
A. Examples of holidays **B.** Examples of custom events

💡 You can use the Preferences dialog box to add, remove, and edit events. For more information, see "Setting calendar view preferences" on page 87.

To add or change a caption in the calendar view:

1 Display the photo whose caption you want to edit.

2 If necessary, click the Day button 🔲 to switch to day view.

3 Type text in the Caption text box in the lower right corner. Captions can be up to 63 characters in length.
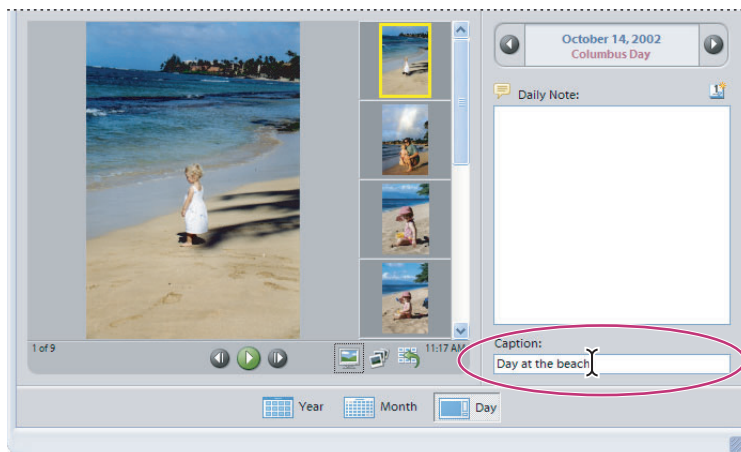
Editing a caption in the day view

Setting calendar view preferences
You can personalize your calendar view by setting calendar view preferences.

To set calendar view preferences:

1 Choose Edit > Preferences, and then click Calendar.

2 Select Use Monday As First Day of the Week to set the calendar view to start each week on Monday. Leave this option unselected to specify Sunday as the first day of the week.

3 Select any holidays you want to note in the calendar view. Click Select All or Select None to note all or none of the holidays.

4 Add, delete, and edit events as desired:

• To add an event, click New and enter information in the Create New Event dialog box.

• To edit an event, select the event and click Edit. Change the information in the Edit Event dialog box.

• To delete an event, select it in the list and click Delete.

5 Click OK to exit the Preferences dialog box.

Finding photos by their history

Photoshop Album helps you keep track of where you got photos, how you've used them, and how you shared or exported them.
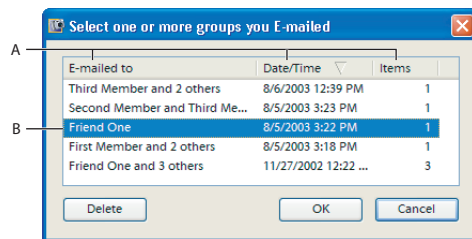
Finding photos by the date they were e-mailed
A. Click a column heading to sort by that category. **B.** Double-click an item to view the files you e-mailed.

Note: The commands on the Find menu work only in the photo well view or the organize view, and not in the calendar view.

To find photos by the date they were imported:

1 Choose Find > By History > Imported On.

2 A list of the files you've imported appears, with the device the photos were imported from, the date they were imported, and the number of items that were imported. Double-click an item to see the files in the photo well.

To find photos by the way you received them:

1 Choose Find > By History > Received From.

2 A list of the files you've received appears. Double-click an item to see the files in the photo well.

To find photos by the date they were e-mailed:

1 Choose Find > By History > E-mailed to.

2 A list of the files you've e-mailed to people in your contact book appear. Double-click on an item to view the media files you e-mailed. For more information about e-mailing photos, see "Sharing photos using e-mail" on page 146.

To find photos by the date they were printed:

1 Choose Find > By History > Printed On.

2 A list of the photos you've printed appears. Double-click an item to see the photos. For more information about printing photos, see "Printing photos at home" on page 154.

To find photos by the date they were exported:

1 Choose Find > By History > Exported On.

2 A list of the media files you've exported appears, including the dates and times they were exported. Double-click an item to see the files. For more information about exporting photos, see "Exporting photos" on page 153.

To find photos by the date they were ordered online:

1 Choose Find > By History > Ordered Online.

2 A list of the photos you've ordered through online services appears. Double-click an item to see the files. For more information on using online services, see "Using online services" on page 160.

To find photos by the date they were shared online:

1 Choose Find > By History > Shared Online.

2 A list of the photos you've shared online through online services appears. Double-click an item to see the files. For more information on using online services, see "Using online services" on page 160.

To find items with unknown dates or times:

1 Choose Find > Items with Unknown Date or Time.

2 In the photo well, Photoshop Album displays the media files in which date or time is set to unknown. For directions on fixing the date of a photo, see "Changing the date of a photo" on page 43.

Finding files by media type

You can view just one type of media file in the photo well. By selecting a media type, you can perform other searches that will look only at the media you want.

To find files by media type:

1 Make sure the photo well is displayed. If you're in the calendar view, click the Photo Well button or the Organize button.

2 Choose Find > By Media Type, and then choose one of the following options from the pop-up menu:

- Photos to view just photos.

- Video to see thumbnails of video clips (the first frame of the video clip is shown).

- Audio to browse your collection of audio clips.

- Creations to look at the creations you've made.

- Items with Audio Captions to see photos and creations that you've attached audio captions to.

3 The files of the selected media type appear in the photo well.

Finding photos using tags

Photoshop Album has plenty of tools to help you find your photos. By attaching a tag to your photos and other media (see "Attaching tags to and removing tags from photos" on page 47), you give Photoshop Album the information it needs to help you quickly find what you are looking for. When you use tags to find photos, the find bar expands to show you the tags you've selected. Searches begin as soon as you select the tags. For information about creating tags and using them to organize your photos, see "Using tags to organize your photos" on page 45.

Note: You can also use collections to find photos. For more information, see "Using collections to find photos" on page 59.
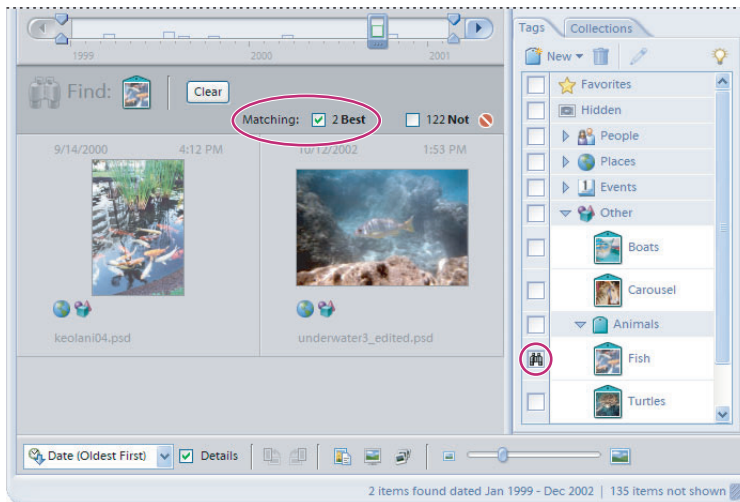
Click the square next to a tag to start a search

💡   Photos with the Hidden tag attached aren't normally included when you search for photos. If you want to display hidden photos, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria (see "Finding photos with the Favorites tag or the Hidden tag" on page 93).

To find items using tags:

Do any of the following:

- Click the square next to the name of the tag, so the binoculars icon 🔍 appears. Click again to cancel the search.

Note: Clicking the square next to multiple tags finds photos that have all of those tags attached. (The exception is if you search on Place tags, in which case Photoshop Album finds photos that have any of the tags.) Double-clicking a tag clears an existing search and displays all the photos with that tag.

- Drag one or more tags onto the find bar (see "Using the find bar" on page 92). The tag appears in the find bar to remind you of the tag you searched for.

- Choose Find > Items Tagged With, and then choose a tag from the pop-up menu.

To cancel the search and show your catalog, click the Show All button 🏠.

To find untagged items:

Choose Find > Untagged Items to see all the photos in your catalog that don't have tags assigned to them.

Best matches, close matches, and not matching photos

When you search using tags, Photoshop Album ranks the results of the search using the following groups:

Best matches These photos are tagged with all the search criteria tags. As you add more tags to your search, fewer best matches appear.

Close matches Photos tagged with one or more (but not all) of the search criteria tags are called close matches. Closely matching photos have a blue circle with a white check mark in their thumbnails. Note that if you search using more than one "Place" category tag, photos with just one of the "Place" category tags attached will show up as Best.

Not matching These photos don't have any of the search criteria tags attached to them. They have a red circle with a white "x" in their thumbnails.
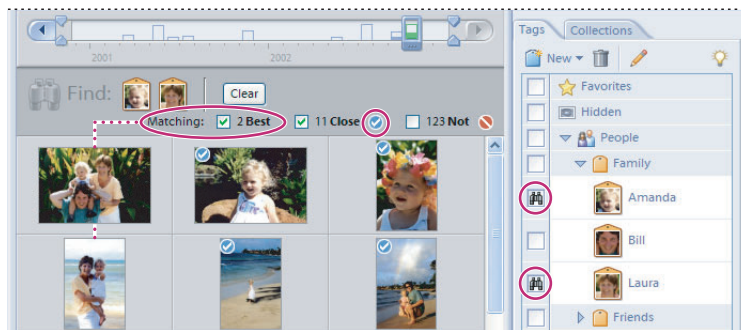
Matching and Closely Matching photos

To view closely matching or not matching photos:

In the find bar, click the square next to Close or Not to select a category. You can view more than one category at a time. You can also hide best matches by deselecting the Best option.

💡 To see hidden photos, select both Best and Close categories in your search criteria (see "Finding photos with the Favorites tag or the Hidden tag" on page 93).

To have Photoshop Album automatically show closely matching photos:

1 Choose Edit > Preferences, and then click General.

2 Select Show Closely Matching Sets for Searches, and then click OK.

Using the find bar

The find bar performs quick searches when you drag tags onto it. When not in use, the find bar is a horizontal bar right above the photo well. When you drag a tag onto it, the find bar automatically expands so you can see the tags you've added to the search. Every file with the chosen tag attached to it will be found, so if you want to refine your search, you can drag more tags onto the find bar.
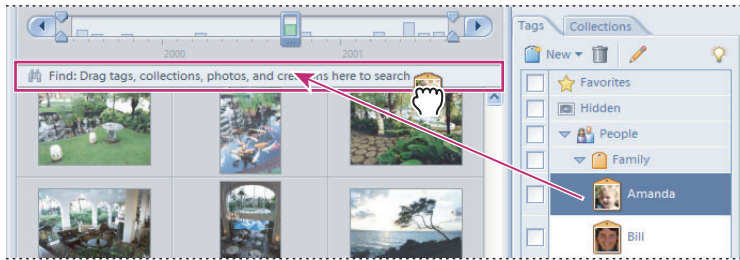
Dragging-and-dropping a tag on the find bar
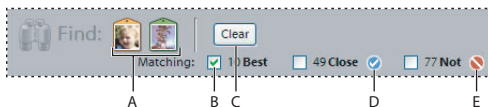
Find bar expanded with search criteria
A. Search criteria **B.** Click a check box to show search results **C.** Clear the search and close the find bar **D.** Close match **E.** Not matching

💡 Photos with the Hidden tag attached are normally hidden whenever you search for photos. If you want to display hidden photos of a specific subject, drag both the Hidden tag and the tag for the desired category or subcategory onto the find bar (see "Finding photos with the Favorites tag or the Hidden tag" on page 93).

To use the find bar:

1 Make sure that the Tags pane is on your screen. (See "Using tags to organize your photos" on page 45.)

2 Select the tag you want to use to perform the search, drag the tag onto the find bar, and release it. The search starts right away, and the find bar expands to show the tag it's using to perform the search.

3 If you'd like, drag more tags onto the find bar to narrow your search.

4 To start a new search, or to close the find bar, do one of the following:

• Click the Clear button.

• Click the Show All button 🏠.

💡 You can also use the find bar to view the photos used in a collection or a creation. To do so, drag a collection container from the Collections pane or a creation from the photo well to the find bar.

Finding photos with the Favorites tag or the Hidden tag

The Favorites tag helps you easily find your favorite photos, video clips, audio clips, or creations. When the Favorites tag is attached to a photo, it has preference in searches with the Favorites tag as a search criteria.

You'd attach the Hidden tag to photos, video clips, audio clips, or creations that you generally don't want to view or sort through. Photos with the Hidden tag attached are normally hidden whenever you search for photos. If you want to display hidden photos of a specific subject, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria. For more information on attaching the Favorites tag or Hidden tag, see "Using the Favorites tag and the Hidden tag" on page 52.
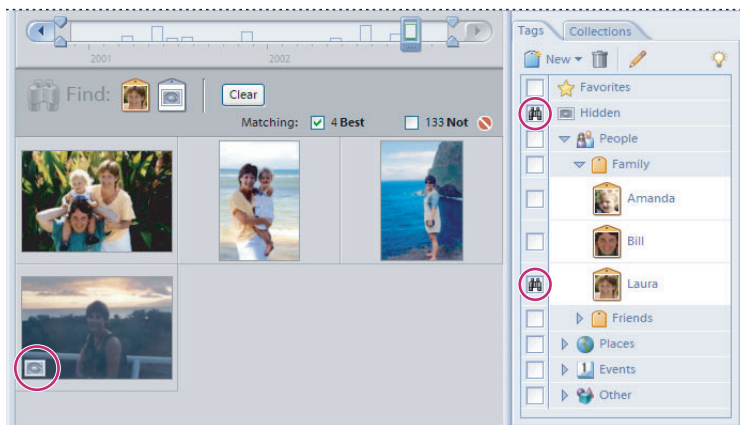
Finding hidden photos

To find items with the Favorites tag attached:

Do one of the following:

- Click the square next to the Favorites tag.
- Choose Find > Items Tagged With > Favorites.
- Drag the Favorites tag onto the find bar (see "Using the find bar" on page 92).

To find items with the Hidden tag attached:

Do one of the following:

- Click the square next to the Hidden tag. To find photos with an additional tag attached, click the square next to the other tag.
- Drag the Hidden tag onto the find bar (see "Using the find bar" on page 92). To find photos with an additional tag attached, click the square next to the other tag.
- Choose Find > Items Tagged with > Hidden.

💡 Photos with the Hidden tag attached are hidden whenever you search for photos. If you want to display hidden photos of a specific subject, select both the Hidden tag and the tag for the desired category or subcategory as your search criteria.

Finding photos by filename, caption, or annotation

You can find photos by entering a word or phrase used in the photo's filename (the name they are saved under), caption, or note.

Note: The commands on the Find menu work only in the photo well view or the organize view, and not in the calendar view.

To find photos by their caption or note:

1 Choose Find > By Caption or Note.

2 In the Find By Caption or Note dialog box, type a word or phrase to find files whose captions contain the entered word or phrase, and then click OK.

3 The files with matching captions appear in the photo well.

To find photos by filename:

1 Choose Find > By Filename.

2 Type a word in the Find by Filename dialog box to search for media files whose filenames contain the word and then click OK.

To find photos with audio captions:

Choose Find > By Media Type > Items with Audio Captions.

Viewing photos as instant slideshows

You can select some of the photos in your catalog to view as an instant slideshow. The photos you select appear on your screen one at a time and automatically advance every few seconds. When the slideshow is over, it automatically closes. You can also control the pace of slideshows using the on-screen controls. If the controls don't appear, move the mouse to activate them.

The timing, transitions, and background are determined by settings in Slideshow preferences. (See "Setting preferences for instant slideshows" on page 95.)

💡 You can also create a slideshow project to save as a PDF file (see "Creating slideshows" on page 128).

To view photos as a slideshow:

1 Select the photos you want to use by doing one of the following:

• In the photo well, select the photos you want to use (see "Selecting photos, video clips, audio clips, and creations" on page 100).

• In the calendar view, select a date and display it in day view. For more information, see "Viewing and finding photos in the calendar view" on page 84. All of the photos in the selected day will be used in the slideshow.

2 Do one of the following to start the slideshow:

• Click the Slideshow button 🗗.

• Choose View > Slideshow.

3 To end the slideshow before it's complete, press the Esc key.

Setting preferences for instant slideshows

You can personalize your instant slideshows by setting slideshow preferences.

To set slideshow preferences:

1 Choose Edit > Preferences, and then select Slideshow from the list of preferences on the left side of the dialog box.

2 Choose from the following options:

Background Music: Select a audio clip to accompany your slideshow.

Play Audio Captions: Select to play any audio captions attached to the photos.

Transition: Choose the way photos will change in the slideshow.

Page Duration: Choose the length of time that each photo appears on the screen.

Include Play Controls: Select to include the on-screen controls when you play your slideshow.

Pause on Start/Manual Advance: Select to put the slideshow into pause mode when it starts so that you can use the on-screen controls to run through the slideshow.

Allow Video to Resize: Select to allow video clips to resize to fill your screen.

Repeat Slideshow: Select to have your slideshow repeat after it's completed its show.

Include Captions: Select to include captions on your photos.

Viewing video clips

In catalogs, the first frames of video clips are shown. You can play video clips in the Photoshop Album Media Player.
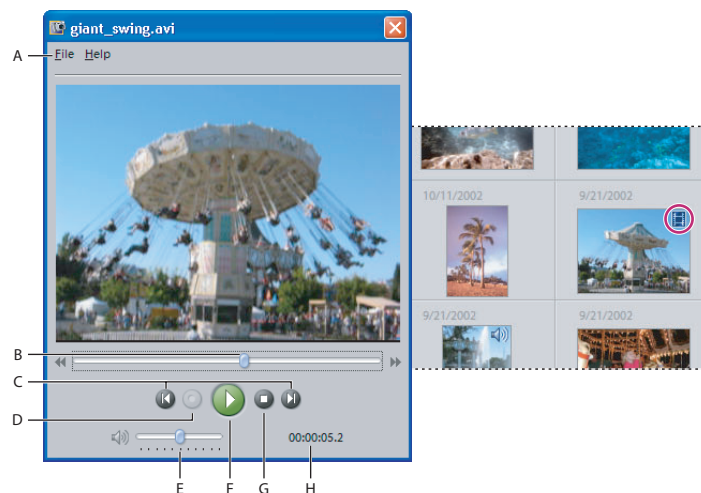
Viewing video clips in Photoshop Album
A. Menu **B.** Drag the slider through the video clip **C.** Start and End buttons **D.** Record **E.** Volume control **F.** Play button **G.** Stop button **H.** Elapsed time

💡 If you also own Photoshop Elements, you can use it to take still shots from a video clip. Other photo-editing applications may also have this capability. Read the documentation that came with your software for more information.

To view video clips:

1 Double-click the video clip in the photo well.

2 When the Photoshop Album Media Player appears, click the Play button to start the video. You can click the Pause or Stop buttons during the viewing to interrupt or stop the video.

3 When you're finished, click the close button ⊠ to close the Photoshop Album Media Player.

💡 You can drag the position slider through a video clip to view it frame by frame. If you have a long video clip, it may jump over a few frames.

Finding photos using color

You can search for photos that have similar color distribution using the Color Similarity command. You need to first select one or more photos to use this option. You can also find similar photos by dragging a photo onto the find bar. (See "Using the find bar" on page 92.)

To find photos with similar color distribution:

Select the photo you want to use to search for other photos that have similar colors, and then do one of the following:

- Drag the photo onto the find bar.
- Choose Find > By Color Similarity with Selected Photo(s).

Photos with similar color distribution are displayed in the photo well. The photos are sorted in decreasing order of similarity.

Finding photos used in creations

It's easy to find photos, video clips, and audio clips you've used in creations. (See "Sharing your photos with Photoshop Album creations" on page 119 for more information on creations.)

To find photos used in creations:

Do one of the following:

- In the photo well or calendar view, right-click the creation and choose Show Photos from the context menu. The Creations Wizard opens, displaying the photos.
- In the photo well, right-click the creation and choose Show Creation Items in Photo Well. The photos appear in the photo well. This is useful if you want to edit the captions or make other changes to the photos in your creation.
- Drag the creation onto the find bar (see "Using the find bar" on page 92) to display the photos in the photo well.

Media used in the creation appear in the photo well.

💡 You can also see if a photo is used in a creation by looking under History in the Properties palette (see "The Properties palette" on page 24).

To find photos used in Web Photo Galleries:

1 Choose Find > By History > In Web Photo Galleries.

2 A list of Web photo galleries appears. Select an item to view the media used in the photo gallery.

To find photos used in Adobe Atmosphere 3D Galleries:

1 Choose Find > By History > In Adobe Atmosphere 3D Galleries.

2 A list of Atmosphere galleries appears. Select an item to view the media used in the gallery.

Fixing Photos

Fixing your photos

Nobody takes perfect photos all the time. Problems with a photo's orientation, exposure, color balance, and framing are common. Fortunately, Photoshop Album has tools to fix the most common photo problems right within the application. For instance, you can adjust the overall color, contrast, brightness, and sharpness of the photo. You can also crop or remove red-eye from a photo as well as rotate the photo. All fixes are done in the Fix Photo dialog box, a convenient work area for adjusting your photo. If you need more sophisticated editing tools than Photoshop Album provides, you can jump to any other image-editing application on your computer. To learn more about how you can edit photos, see "Fixing photos in Photoshop Album" on page 101 and "Adjusting multiple photos automatically" on page 109.

With one exception, no matter how you edit a photo, Photoshop Album preserves the original in its original folder. All changes are made to a copy of the photo file, which is saved as a file called "filename_edited" in the same folder as the original photo.

Once you've edited a photo, the photo well displays only the edited version. If you decide you don't like the changes you've made, you can revert to the original version at any time, which is then displayed in place of the edited version. The only time Photoshop Album overwrites the original photo is when you choose the Replace Original with Edited command. To learn more, see "Managing versions of photos" on page 112.

How Photoshop Album names edited files

When you edit a photo, Photoshop Album provides a new name for the edited file. Here are the two basic naming rules:

- If the file is in a format Photoshop Album can work with—JPEG, PNG, TIFF, or PSD—the edited version is saved with the word "edited" added to the name. For example, if your original file is called "daisy.jpg," the edited version is called "daisy_edited.jpg."

- If the file is not in a format Photoshop Album can work with, you can choose whether to save the edited version in JPEG, PNG, TIFF, or PSD format with the name "edited" added to it. For example, if your original file is in BMP format and is called "smile.bmp," and you save the edited version in JPEG, the edited version is called "smile_edited.jpg."

Calibrating your monitor

To help your photo editing, your monitor should be calibrated to display colors more reliably. Calibration is the process of eliminating any color cast from your monitor and making the monitor grays as neutral as possible. The result is that what you see on screen more accurately represents what your photos will look like when printed. Calibrating your monitor is important if you are going to be modifying your photos, because otherwise you may make changes that are pleasing on screen but don't achieve the results you expect when printed out.

About monitor calibration settings

When you calibrate your monitor, you adjust these video settings to precisely describe how your monitor reproduces color.

Brightness and contrast The overall level and range, respectively, of display intensity. These parameters work just as they do on a television set.

Gamma The brightness of the midtone values. The values produced by a monitor from black to white are nonlinear—if you graph the values, they form a curve, not a straight line. The gamma value defines the slope of that curve halfway between black and white. Gamma adjustment compensates for the nonlinear tonal reproduction of output devices such as monitor tubes.

Phosphors The substance that monitors use to emit colors. Different phosphors have different color characteristics.

White point The coordinates at which red, green, and blue phosphors at full intensity create white.

Calibrating your monitor with Adobe Gamma

The Adobe Gamma software utility installed with Photoshop Album helps you calibrate your monitor by stepping you through the process.

Note: *LCD monitors (such as flat-screen and laptop computer monitors) do not calibrate easily, because things like viewing angles can change colors significantly. You can skip the calibration procedure if you are using this type of screen.*

To use Adobe Gamma:

1 Make sure that your monitor is displaying thousands of colors (16 bits) or more. For more information, see the documentation for your operating system.

2 Set your desktop to display neutral grays only, using RGB values of 128. For more information, see the documentation for your operating system.

3 Make sure that your monitor has been on for at least 30 minutes. If your monitor isn't warmed up, the colors it displays may not be accurate.

4 Start Adobe Gamma, located in the Control Panels folder or in the Program Files/Common Files/Adobe/Calibration folder on your hard drive.

5 Choose options in the Adobe Gamma application:

- To use a version of the utility that will guide you through each step, select Step by Step (Wizard), and click OK. This version is recommended if you're new to calibrating monitors. If you choose this option, follow the instructions described in the utility. Start from the default profile for your monitor, if available, and type a unique description

name for the profile. When you are finished with Adobe Gamma, save the profile using the same description name. (If you do not have a default profile, contact your monitor manufacturer for appropriate phosphor specifications.)

- To use a compact version of the utility with all the controls in one place, select Control Panel, and click OK. This version is recommended only if you have experience creating color profiles.

💡 At any time while working in the Adobe Gamma control panel, you can click the Wizard button for instructions that guide you through the same settings as in the control panel, one option at a time.

Selecting photos, video clips, audio clips, and creations

Photoshop Album can display photos, video clips, audio clips, and creations in the photo well. The first step to working with any of these items is selecting them. You can select a single item or multiple items at once. When an item is selected, it has a yellow border.
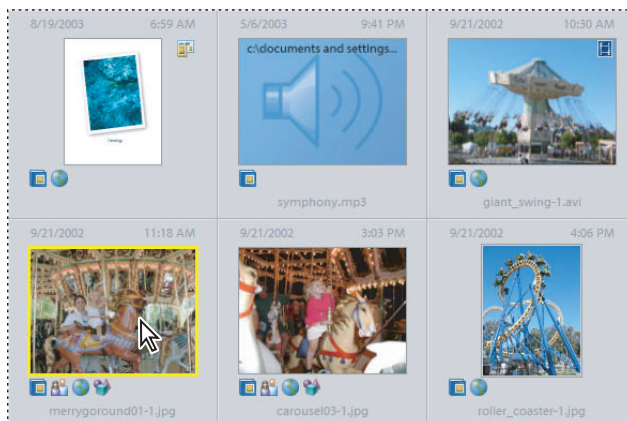
A selected photo, video clip, audio clip, and creation

To select a single item:

Click it in the photo well.

To select multiple items:

1 Click the first item you want to select.

2 Select one or more items:

- Hold down Shift and click the last item you want to select. All the items in between are selected.

- Hold down Ctrl and click additional items. Only the items you click are selected.

To select or deselect all items in the photo well:

Choose Edit > Select All or Edit > Select None.

Fixing photos in Photoshop Album

The photos you bring into Photoshop Album may not be perfect. They may need to be rotated, cropped, lightened, sharpened, or otherwise adjusted. Photoshop Album provides a variety of ways to fix your photos.

Note that if you try to edit a photo that is stored offline (such as on a CD), Photoshop Album prompts you to insert the media with the photo, cancel the edit, or edit using the low-resolution preview photo from the photo well. However, if you choose the latter, the edited preview photo will not look as crisp as if you edit the actual photo itself. When you edit an offline photo and insert the offline media, the photo is copied to the hard disk and is no longer offline. For information on getting photos from CDs, see "Getting photos from CDs and DVDs" on page 30.

Rotating photos

Rotating photos is probably the most common type of editing you'll perform in Photoshop Album. For example, you may have turned your digital camera sideways to take a photo of a person and now need to turn the resulting photo so that the person is right-side-up again.

You can rotate a photo directly in the photo well or in the Fix Photo dialog box. The advantage to using the photo well is that you can rotate multiple photos at the same time. Also, if you rotate in the photo well, the rotation is performed and (in most cases) no new file is generated. Rotating a photo using the Fix Photo dialog box, however, produces a new, edited file.

To rotate photos in the photo well:

1 Select one or more photos you want to rotate.

2 Rotate the photo:

• Click the Rotate Left button 🖼 or the Rotate Right button 🖼 in the options bar.

• Right-Click, and then choose Rotate Right or Rotate Left from the context menu.

• If you selected one photo, choose Edit > Rotate Right or Rotate Left. You can also right-click and choose Rotate Right or Rotate Left.

• If you selected multiple photos, choose Edit > Rotate Selected Photos Right or Rotate Selected Photos Left. You can also right-click and choose Rotate Selected Photos Right or Rotate Selected Photos Left.

To rotate a photo using the Fix Photo dialog box:

1 Select a photo in the photo well or calendar view.

2 To call up the Fix Photo dialog box, do one of the following:

• Click the Fix button 🖼 in the shortcuts bar and choose Fix Photo.

• Choose Edit > Fix Photo.

• Double-click the photo in the photo well to display just that photo, and then double-click the photo again.

3 Click the Rotate Left button 🖼 or the Rotate Right button 🖼 at the bottom of the Fix Photo dialog box.

4 Click OK. Photoshop Album rotates the photo and creates an edited copy.

Using the Fix Photo dialog box

The Fix Photo dialog box lets you make a variety of adjustments to a photo, all within a single dialog box. It provides "before" and "after" previews of the photo being fixed as well as controls for zooming in on and zooming out from the preview, and undoing changes.

The tabs at the top of the Fix Photo dialog box let you compare different views of the photo you're working with:

Before   This tab shows how the photo looked when you opened the Fix Photo dialog box.

If you've edited the photo before, two options appear below the photo on the Before tab. Selecting Original shows how the photo looked when it was first brought into Photoshop Album. Selecting Before shows how the edited photo looked when you opened the Fix Photo dialog box, before you've applied any changes.

Note: This tab is the only place you can view the original once you edit the photo, other than by reverting to it. The original photo is kept on your system, but is not displayed in the photo well or calendar view if you have edited it since then.

After   This tab shows the photo with all the changes you've made since opening the fix photo dialog.

Before & After   This tab displays the Original or Before version of the photo on one side of the dialog box and the After version on the other, for comparison.

Note: When you fix a photo, Photoshop Album alerts you that you are editing an original photo, but that the edits are made to a copy of the photo. The original photo is not changed. Also, if you are editing a multi-layered Photoshop photo, an alert warns you that the edited copy of the photo will be flattened.

The bottom-left corner of the Fix Photo dialog shows the progress of the editing task and any messages regarding the editing you're doing. Click the tip icon next to the message to display information about that message.
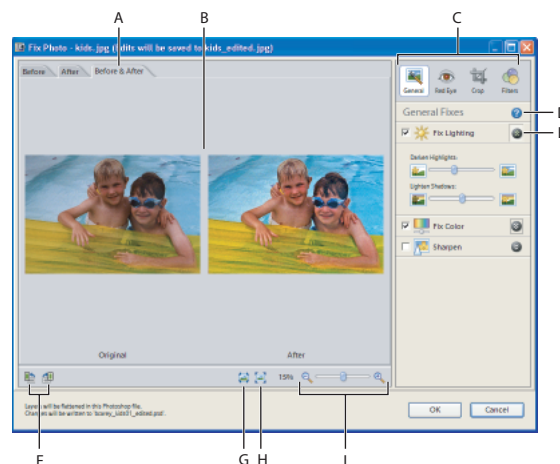
The Fix Photo dialog box
A. Tabs for choosing different views of the photo **B.** Preview images **C.** Editing options **D.** Help button **E.** Click to display adjustment sliders **F.** Rotate options **G.** Click to fit preview in window **H.** Click to display preview at full size **I.** Zoom controls

To open the Fix Photo dialog box:

1 Select one or more photos in the photo well or a single photo in the calendar view.

2 Call up the Fix Photo dialog box:

• Click the Fix button 🖾 in the shortcuts bar, and choose Fix Photo.

• Choose Edit > Fix Photo.

• Right-click and choose Fix Photo.

• Double-click a photo in the photo well to display just that photo, and then double-click the photo again.

3 If you selected multiple photos, click the forward button ⊙ or back button ⊙ to go to the next or previous selected photo to edit.

💡 The Fix Photo dialog can be resized. You may find it best to maximize the dialog box so the photo you're editing is as large as possible.

To choose a view in the Fix Photo dialog box:

1 Click a tab above the preview image: Before, After, or Before & After.

2 If you've edited the photo before, two options appear on the Before tab:

• Click Original to show how the photo looked when it was first brought into Photoshop Album.

• Click Before to show how the edited photo looked when you opened the Fix Photo dialog box, before you began applying changes.

To zoom into or out of the preview image:

In the Fix Photo dialog box, do any of the following to choose a zoom option:

• Click the Fit to Window button 🗗 to fit the image in the Fix Photo dialog box window.

• Click the Actual Pixels button 🗗 to display the image at full size (100%) in the Fix Photo dialog box window.

• Click the Zoom In button 🔍 or Zoom Out button 🔍 located at the bottom of the Fix Photo dialog box. In the General panel and Effects panel, the cursor changes to a zoom in magnifying glass 🔍 or zoom out magnifying glass 🔍 as appropriate. Clicking on the photo then zooms in and Alt-clicking zooms out.

• Drag the zoom slider located at the bottom of the dialog box.

The current magnification level is listed next to the zoom slider. You can display from 6.25% to 1600%.

To change the area of the preview image that is visible:

Drag the scroll bars on the bottom and right sides of the preview image.

Note: *The scroll bars aren't available if the entire preview image is visible.*

To undo or cancel changes you make in the Fix Photo dialog box:

To choose a reverse option, do one of the following:

• Deselect the option.

• Click Undo in the Red Eye or Crop panel to undo the last change you made.

• Click Cancel to exit the Fix Photo dialog box without applying any changes.

To apply changes and close the Fix Photo dialog box:

Click OK at the bottom of the Fix Photo dialog box.

To revert to the original photo as it looked when you imported it into Photoshop Album:

Choose Edit > Revert to Original from the menu bar.

To call up Help while in the Fix Photo dialog box:

Click the Help button ?.

Improving the color, lighting, and sharpness in photos

Photoshop Album provides three sets of options for automatically improving the quality of a photo. These options appear in the General options area of the Fix Photo dialog box. Applying a single click fix is the quickest way to fix a photo.

For example, if you select Fix Lighting, Photoshop Album analyzes the photo and automatically adjusts the highlights and shadows to where the program thinks best.

When choosing which single click fix to apply, keep in mind that photo correction is a subjective process. While Photoshop Album can analyze the pixels in a photo and adjust them based on mathematical formulas, only you can determine if your photo has been improved. Always compare the fixed photo to the previous version of the photo. If you're not satisfied with the changes, undo them or adjust the sliders manually to get the change you want.

Important: Before you apply any changes that affect color, make sure that your monitor is calibrated to display colors accurately. Otherwise, the colors you see on screen may not represent what you see when you print the photo. You can calibrate your monitor with the included Adobe Gamma utility. (See "Calibrating your monitor" on page 99.)

Adjusting lighting in photos

The Fix Lighting options let you adjust overly bright and dark areas in your photos.

When taking photos, you can use backlighting to emphasize the shape of the subject. However, backlighting can cause overexposure in the areas surrounding the subject. You can use the Darken Highlights slider to correct this problem by darkening the overexposed areas. The Darken Highlights slider is especially useful for correcting overexposed skies and other backgrounds.

Before and after darkening highlights in a photo

In photos taken in bright light, shadows are often so dark that they show little detail. You can lighten such shadows using the Lighten Shadows slider.

Before and after lightening shadows in a photo

To adjust lighting in a photo:

1 Select a photo in the photo well.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 102.)

3 Select Fix Lighting. The lighting is automatically adjusted.

4 To manually adjust the lighting, click the disclosure button ⊙ and do one or both of the following.

• Drag the Darken Highlights slider to the right to darken any light areas in the photo. Leaving the slider all the way to the left adds no effect.

• Drag the Lighten Shadows slider to the right to lighten any dark areas in the photo. Leaving the slider all the way to the left adds no effect.

Adjusting color in photos

The Fix Color options let you adjust the color in photos. The Correct Color slider controls the amount of the color correction and the Adjust Temperature slider adjusts the image tone from cooler to warmer. You can adjust either or both elements to transform the mood and atmosphere of a photo. For example, increasing the intensity and adjusting the color toward the warmer hues brings out the red and yellow tones in a photo.

A

B

C
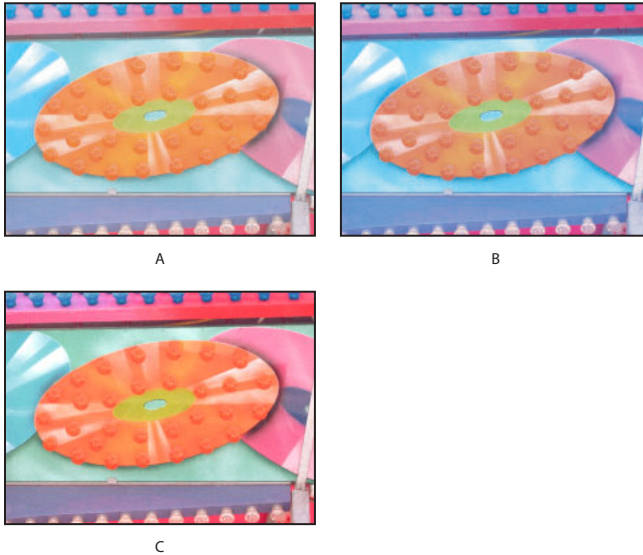
One photo with different temperature adjustments:
A. Original **B.** Adjusted cooler **C.** Adjusted warmer

To adjust the color in a photo:

1 Select a photo in the photo well or calendar view.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 102.)

3 Select Fix Color. The color is automatically adjusted.

4 To manually adjust the color, click the disclosure button ⚙ and do one or both of the following.

- Drag the Correct Color slider to the right to increase the effect. Leaving the slider all the way to the left adds no effect.

- Drag the Adjust Temperature slider to the right to make the colors appear warmer by enhancing red and yellow tones, left to make the colors appear cooler by enhancing blue tones.

Adjusting sharpness in photos

The Sharpen Photo option adds clarity to a photo by reducing the fuzziness of the edges of an object. Note however, that because this feature sharpens only the edges of objects, it cannot correct a photo that is out of focus.
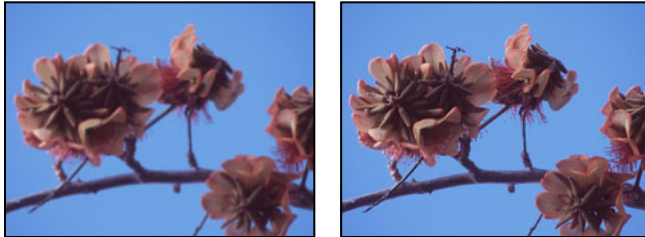
Before and after using Sharpen Photo

To sharpen the edges of objects in a photo:

1 Select a photo in the photo well or calendar view.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 102.)

3 Select Sharpen. The sharpness is automatically adjusted.

4 To manually adjust the sharpness, click the disclosure button ⊙ and drag the slider to the right to increase the sharpness. Leaving the slider all the way to the left adds no effect.

Removing red eye from photos

Red eye occurs when light from a camera's flash reflects off the back of the eye. You can easily remove red eye using the Fix Photo dialog box.

Before and after red eye removal

To remove red eye from a photo:

1 Select a photo in the photo well or calendar view.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 102.)

3 Use the zoom controls in the Fix Photo dialog box to magnify the preview image, if necessary. Then use the scroll bars to move to the area of the photo with red eye. For more information on zooming and scrolling in the preview image, see "Using the Fix Photo dialog box" on page 102.

4 Click the Red Eye button 👁 from the top-right side of the Fix Photo dialog box.

5 Drag to create a selection rectangle around a red eye and release to define the area to correct. Make sure you create the rectangle around the entire eye, not just the red part.

6 If necessary, move or resize the rectangle in the preview image so the eye is centered inside the rectangle. To move the rectangle, position the pointer inside it and drag. To resize the rectangle, drag any of the resize handles on the rectangle.

7 Click Apply.

8 Repeat steps 4 through 8 for each instance of red eye in the photo.

Drag to select the entire eye, not just the red part

Cropping photos

Cropping is the process of selecting and removing a portion of a photo to create focus or strengthen its composition. Depending on whether your preferences are set to display inches or centimeters/millimeters, you have a different set of standard crop ratios to select from. These preset crop ratios are optimized for use with typical photograph sizes and with the templates used for creations.

Before and after cropping a photo

To specify the measurement units and determine which standard crop ratios to use:

1 Choose Edit > Preferences.

2 Select General from the list on the left.

3 Under Measurement Units, select Inches or Centimeters/Millimeters to specify the units of measurement you want to use. This setting determines the sizes/ratios you can choose from when you print or crop a photo.

To crop a photo:

1 Select a photo in the photo well or calendar view.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 102.)

3 Click the Crop button ⌷ from the top-right side of the Fix Photo dialog box.

4 To maintain a certain ratio between the height and width of the cropped photo, choose an option from the Select Aspect Ratio pop-up menu. For example, if you choose 4 x 6, the ratio of height to width is 4 units to 6 units.

Note: *Don't confuse the aspect ratio of a photo with its size. Aspect ratio refers only to the relationship between the height and width of a photo, not to its size in inches or pixels.*

5 Move or resize the cropping rectangle in the preview image so the part of the photo you want to keep is inside the rectangle. To move the rectangle, position the pointer inside it and drag. To resize the rectangle, drag any of the resize handles on the rectangle.

6 Click Apply.

Making a black and white or sepia-toned photo

The Filters options let you change a color photo to black and white. You can also change it to a sepia tone, making it look like an old photo.

To change a photo to black and white or sepia:

1 Select a photo in the photo well or calendar view.

2 Open the Fix Photo dialog box. (See "Using the Fix Photo dialog box" on page 102.)

3 Click the Filters button 🎨 from the top-right side of the Fix Photo dialog box.

4 Do any of the following:

- Select Black and White button to change the photo to black and white.

- Select Sepia button to change the photo to sepia.

- Select None to turn off the filter.

Adjusting multiple photos automatically

The Auto Fix command lets you apply an automatic lighting and color correction to multiple photos, instead of applying the corrections individually with the Fix Photo dialog box or with a separate editing application (see "Using the Fix Photo dialog box" on page 102, "Adjusting lighting in photos" on page 104, "Adjusting color in photos" on page 106, and "Fixing photos in other applications" on page 110).

Note the following:

- The settings used in Auto Fix are not based on the settings last used in the Fix Photo dialog box. Nor do they necessarily correspond to the automatic settings that occur when you select lighting and color adjustments in that dialog box.

- The new automatic settings override any settings from previous edits of the photos with Album.

- New edited versions of the photos are created if they don't already exist. The original files are not overwritten by the Auto Fix command.

- You can adjust the lighting and color fixes using the Fix Photo dialog box.

- If a photo has a edited version that was created outside of Album (for example, with Adobe Photoshop Elements), the auto fix operations on that photo can't be undone with the Fix Photo window.

- You can undo the effects of the Auto Fix command with the Undo command as long as you are still in the current Photoshop Album session.

To apply automatic lighting and color corrections to multiple photos:

1 Select one or more photos in the photo well.

2 Do one of the following:

• Choose Edit > Auto Fix.

• Click the Fix button 🖾 and choose Edit with Auto Fix.

• Right click and choose Auto Fix.

Fixing photos in other applications

If you have another image-editing application installed on your computer, you can jump to that application to fix photos. In this case, we recommend that you use Adobe Photoshop Elements or Adobe Photoshop. With these applications, Photoshop Album manages the whole process for you, so you never need to worry about losing track of the photo file.

Note that if you try to edit a photo that is stored offline (such as on a CD), Photoshop Album prompts you to insert the media with the photo, cancel the edit, or edit using the low-resolution preview photo from the photo well. However, if you choose the latter, the edited preview photo will not look as crisp as if you edited the actual photo itself. For information on getting photos from CDs, see "Getting photos from CDs and DVDs" on page 30.
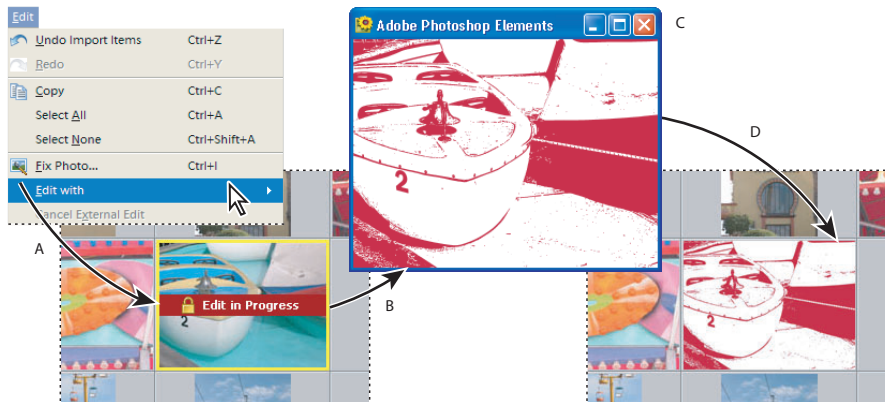
Fixing a photo in Photoshop Elements
A. Select a photo and choose Photoshop Elements to edit the photo. **B.** Photoshop Album launches Photoshop Elements and a lock appears on the thumbnail while you're editing the photo. **C.** Fix the photo in Photoshop Elements. **D.** Save and close the photo in Photoshop Elements; the photo is updated in Photoshop Album.

To specify which editing application you want to jump to:

1 Choose Edit > Preferences.

2 Select Editing on the left side of the dialog box.

3 Choose an application for external editing, and click OK.

To fix a photo in Photoshop Elements or Photoshop:

1 Select the photo you want to fix in the photo well.

2 Call up Photoshop Elements or Photoshop:

- Click the Fix button 🖼 in the shortcuts bar, and choose Edit with Photoshop Elements (if installed) or Edit with Photoshop (if installed).

- Choose Edit > Edit with, followed by the name of the application.

- Right-click and choose Edit with, followed by the name of the application.

The photo opens in the application you chose. If you inadvertently return to Photoshop Album during this editing process, you'll see that the photo is locked and labeled with "Edit in Progress." The photo remains locked until you close it in Photoshop Elements or Photoshop.

3 Edit the photo as desired in Photoshop Elements or Photoshop.

Note: *You cannot jump to Image Ready from Photoshop if you brought in the photo from Photoshop Album.*

4 Save or rename and save the edited photo:

- Save the edited photo in Photoshop Elements or Photoshop.

- Choose the Save As command in Photoshop Elements or Photoshop and save the edited photo.

5 Close the photo in Photoshop Elements or Photoshop. (You can also close the application if you are finished with it.)

6 Return to Photoshop Album. Photoshop Album displays options for saving the edited file. Select one and click OK.

Note: *If you convert the file to Photoshop format (for example, to "filename.psd"), when you return to Photoshop Album the file will be in that new format.*

The changes appear in Photoshop Album. If you don't want to keep the edits, choose Edit > Undo External Edit.

To fix a photo in an external application other than Photoshop Elements or Photoshop:

1 Select the photo you want to fix in the photo well.

2 Call up the editing application:

- Click the Fix button 🖼 in the shortcuts bar, and choose Edit with default editor.

- Choose Edit > Edit with Default Editor.

- Right-click and choose Edit with, followed by Default Editor.

The photo opens in the application you selected.

3 Edit the photo as desired in that application.

4 Save the edited photo in that application, without changing the file's name. For example, don't rename your edited photo as "filename_edited."

Note: *If you save the file under a different name from an external application other than Photoshop Elements or Photoshop, Photoshop Album will not be able to find the photo automatically. In that case, you will need to look for the photo using the Get Photos command. To avoid this complication and create the best integration between applications, edit photos from Photoshop Album in either Photoshop Elements or Photoshop. For more information, see* .

5 Return to Photoshop Album.

6 Finish the external editing to make the changes appear in Photoshop Album:

- Choose Edit > Finish External Edit.
- Select the unedited photo in the photo well. Then right-click and choose Finish External Edit.

If you don't want to keep the edits, choose Edit > Undo External Edit.

To cancel editing in Photoshop Album, Photoshop, or another image-editing application:

1 Return to Photoshop Album if you're in the other editing application.

2 Choose Edit > Cancel External Edit.

Managing versions of photos

When you edit a photo, all the changes you make are applied to a copy of the file. This is so that you can revert to the original file at any time. The topics in this section cover how to use the different versions of a photo (original, edited, and duplicated) and how you can troubleshoot some common file-management problems.

Photoshop Album enables you to revert to the original photo, replace an original photo with an edited version, duplicate photos, update thumbnails if you've edited a photo outside of Photoshop Album, reconnect to missing or misplaced files, move photos, and even remove photos from the catalog without deleting the photos themselves.

Reverting to an original photo

If you don't like the edits you made to a photo, you can return to the original version.

To revert to the original version of a photo:

1 Select one or more photos in the photo well.

2 Return one or more photos to their original version:

- If you selected one photo, choose Edit > Revert to Original. You can also right-click and choose Revert to Original.
- If you selected multiple photos, choose Edit > Revert Selected Photos to Original. You can also right-click and choose Revert Selected Photos to Original.

Replacing an original photo with an edited photo

If you don't want to keep the original version of a photo, you can replace it with the edited version.

Be very careful. You should use this feature only if you are confident that you'll never need the original version again, and you want to save disk space. Once you replace the original photo, you cannot recover the original information, and digital information is always lost in editing (except for rotating certain photos).

To replace the original version of a photo with the edited version:

1 Select one or more photos in the photo well.

2 Replace one or more photos with their edited version:

- If you selected one photo, choose Edit > Replace Original with Edited. You can also right-click and choose Replace Original with Edited.

- If you selected multiple photos, choose Edit > Replace Selected Originals with Edited. You can also right-click and choose Replace Selected Originals with Edited.

Duplicating photos

To create multiple versions of a photo which you can edit differently, you can use the Duplicate command to create a copy of the photo. The copied photo becomes a new file on your system and a new entry in the catalog. The copy appears next to the original in the photo well but is no longer linked to the original photo. Photoshop Album appends "-copy" to the filename so that you can tell which version of a duplicate file you're working with.

Duplicating a photo makes copies of any tags, captions, and notes associated with it. You can save time and effort by adding tags, captions, and notes to a photo before duplicating it.

To duplicate a photo:

1 Select the photo you want to duplicate in the photo well.

2 Choose Edit > Duplicate Item. You can also right-click and choose Duplicate Item.

Note: You cannot duplicate multiple items simultaneously. Also, the Duplicate Item command copies both the original of the photo and the edited copy, if there is one.

Updating thumbnails

Once you have your photos in Photoshop Album, you should use Photoshop Album as the center of your photo work. If you need to edit a photo with another application, launch it from within Photoshop Album. (See "Adjusting multiple photos automatically" on page 109.) That way, Photoshop Album will continue to keep track of your photos and their changes, and you will never need to go searching for them outside of the catalog.

If you use another application to edit a photo, video clip, or audio clip without launching the editor from within Photoshop Album, the thumbnail and file information in Photoshop Album will not reflect the edited item. Fortunately, you can easily remedy this situation with the Update Thumbnail command.

To update an item's thumbnail and file information:

1 Select one or more items in the photo well that may have been edited independently of Photoshop Album.

2 Update the selected items:

- If you selected one item, choose Edit > Update Thumbnail. You can also right-click and choose Update Thumbnail.

- If you selected multiple items, choose Edit > Update Thumbnail for Selected Items. You can also right-click and choose Update Thumbnails for Selected Items.

Reconnecting to missing files

If you move a photo, video clip, or audio clip file from its original location on your computer without using Photoshop Album to do so, Photoshop Album may not be able to locate it later when you try an action that requires the file. That's because the file is no longer in the location listed in the catalog, and Photoshop Album doesn't know where you moved it to. In this case, a "file missing" icon appears in place of the item in the photo well.

The most common reasons that Photoshop Album may have difficulty finding a file include:

- Moving files to a different folder or drive not using Photoshop Album. To prevent this problem, move the files in your catalog with the Move command (see "Moving files" on page 116.)

- Renaming a file outside of Photoshop Album. To prevent this problem, rename the files in your catalog with the Rename command (see "Renaming your photo files" on page 70.)

- Deleting a file outside of Photoshop Album. If the file has been removed, you can remove it's listing from the catalog, so that the item no longer appears in the photo well. You can do this with the Reconnect Missing Files dialog box as well as with the Delete from Catalog command (see "Removing items from the catalog" on page 117).

- Editing the original file outside of Photoshop Album, for instance, and changing the file type from BMP to JPEG using an image-editing application. To prevent this problem, call up the editing program with the Edit with Default Editor command (see "Adjusting multiple photos automatically" on page 109). When you're finished editing, update the thumbnails if necessary (see "Updating thumbnails" on page 113).

Fortunately, by default, Photoshop Album automatically tries to reconnect missing files as it encounters them. It does so by looking for files with the same name, modification date, and size as the missing file, and reconnects them to the catalog. If for any reason you don't want to have Photoshop Album automatically search for missing files, you can turn off this preference. You can also interrupt an auto-reconnection and browse manually for the file with the Reconnect Missing Files dialog box. Most times, of course, reconnecting automatically will be simpler. However, you may want to use the Reconnect Missing Files dialog box if you have changed the name of a file, for instance, or if you want Photoshop Album to look for missing files in a particular folder.

The Reconnect Missing File dialog box lets you select one or more items in a list of missing files and then select a file or folder that they may have been moved to. After selecting a folder, the Reconnect command will reconnect all items that it can find. This works only for files that have been moved to a different folder but not renamed or deleted. If they have been renamed, Photoshop Album lists files whose names are different but whose size and file type match the disconnected files, as close matches from which you can choose.

To set your preferences to not automatically attempt to reconnect missing files:

1 Choose Edit > Preferences, and select Files from the list on the left.

2 Deselect Automatically Search for and Reconnect Missing Files.

3 Click OK

To reconnect one or more missing files using the Reconnect Missing Files dialog box:

1 Do one of the following:

- Attempt an action (such as printing, e-mailing, or exporting) that requires one or more original files that are not in the location defined in the catalog.

- Click Browse in the dialog box Photoshop Album displays when it's searching for missing files.

- Select one or more items with the file missing icon ▨ in the photo well. Then choose Edit > Reconnect Missing File. You can also right-click the item and choose Reconnect Missing File from the context menu.

- Choose File > Reconnect All Missing Files from the menu bar. It's not necessary to select the missing items in the photo well. Photoshop Album begins validating all of the items in your catalog.

If any items are found with missing source files, the Reconnect Missing Files dialog box opens with the missing file selected in the window on the left side. A preview of the missing file and information about the file are also displayed on the left. The right side of the dialog box shows the last known folder location of the file stored in Photoshop Album.

2 On the left side of the dialog box, select one or more of the missing files in the list. Shift-click to select files in a series. Ctrl-click to select nonadjacent files. Selecting a file displays a preview and information about it. If multiple files are selected, a preview of and information about the first file appears.

3 Do one of the following:

- Click the Browse tab on the right side of the dialog box if it's not already selected. Then navigate to locate and select the missing file or a folder you believe contains the missing files. A thumbnail preview of a possible match is displayed when you select a file.

- Click the Show Close Matches tab on the right side of the dialog box. If you've searched for the missing files, this tab displays the close matches for the item you select in the missing files list on the left side of the dialog box. If you've searched and no close matches were found, a message stating this appears. If you haven't searched, this list is blank.

4 Do one of the following:

- If you selected a specific file in the Browse tab, click Find. Only that file will be reconnected.

- If you selected a volume or a folder within a volume in the Browse tab, click Reconnect. Photoshop Album starts its search at the selected location and continues searching everything below that level. For instance, if you selected Drive D, all of the folders and subfolders within it would be searched. As with the auto-reconnect process, Photoshop Album keeps track of all close matches for each file searched for, so you can click on the Show Close Matches tab to see any close matches, select the correct file, and click Reconnect to reconnect the file.

- Click Remove from Catalog to remove any reference to the selected item(s) from the catalog. Use this option if the original has been deleted and there is no file to

reconnect. This option has the same effect as deleting the item(s) from the photo well without deleting them from the hard disk.
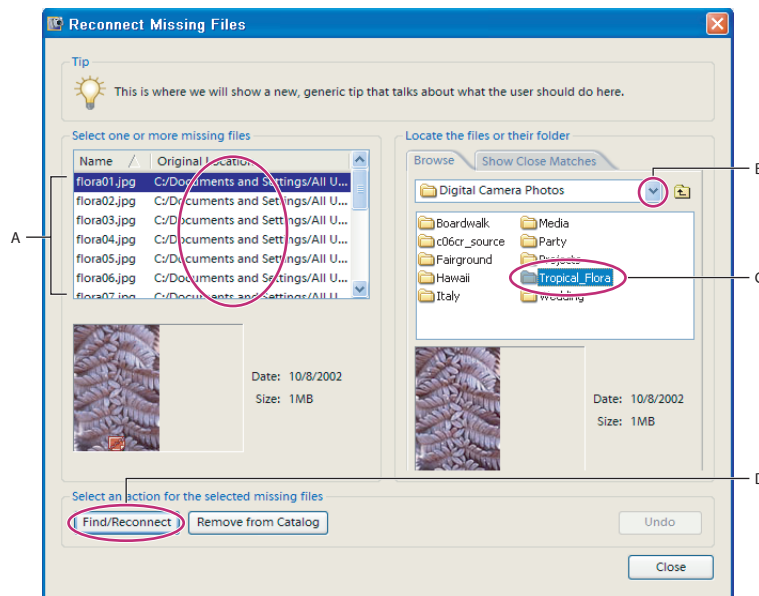
Reconnecting multiple missing files
A. Select one or more missing items from an old folder location. **B.** Navigate to the new folder location **C.** Select the folder to search in or file to reconnect to. **D.** Click Find/Reconnect.

Note: *The files that could not be reconnected will still be visible in the missing files list.*

5 Click Close.

6 If there are still disconnected files left, do one of the following:

• If you did not choose the Reconnect Missing File or Reconnect All Missing Files command, a dialog box appears and tells you that your original action will now continue but without any disconnected files. Click OK to continue or Cancel to end your original action.

• If you chose the Reconnect All Missing Files command, a dialog box appears and tells you that there are still disconnected files left. Click OK to continue.

💡 If you accidentally connect to the wrong file while reconnecting a missing file, you can either click the Undo button in the Reconnect Missing Files dialog box or use some other method like renaming or deleting to disconnect the file that you've just accidentally connected. The file to disconnect can be located by using its path in the Properties pane.

Moving files

You can move photos, video clips, and audio clips to other folders and change their filenames with Photoshop Album. By doing this in Photoshop Album, the application remains aware of where the files are, so that you don't get a "missing file" notice later.

For information on renaming files, see "Renaming your photo files" on page 70.

To move files:

1 In the photo well, select one or more items you want to move.

2 Choose File > Move.

3 Click Browse in the dialog box that appears. Then navigate to locate and select the folder into which you want to move the selected items.

4 If you want to move to offline media, such as a CD, a dialog box appears, asking you to insert the media. Do any of the following:

• Click OK to proceed.

• Click Proceed without Master to continue the Move operation with the proxy file. In this case, the proxy file is moved to the location you selected. Select this option if you can't find the CD you're being prompted for, but still want to move the reference to the item to the new location.

• Click Skip Disc to exclude all the files from the operation that are contained on the disc for which you were prompted.

5 Click OK to close the Browse for Folder dialog box.

Removing items from the catalog

If you don't want a photo, video clip, audio clip, or creation to appear in your Photoshop Album catalog, you can remove it without deleting the original file.

To remove items from the catalog:

1 Select one or more items in the photo well or a single item in the calendar view.

2 Delete one or more items from the catalog:

• Press Delete on your keyboard.

• If you selected one item, choose Edit > Delete from Catalog from the menu bar. You can also right-click and choose Delete from Catalog.

• If you selected multiple items, choose Edit > Delete Selected Items from Catalog from the menu bar. You can also right-click and choose Delete Selected Items from Catalog.

3 To delete the original file, select Also Delete Selected Item(s) from The Hard Disk.

4 Click OK.

Undoing and redoing operations

The Undo command lets you undo an operation if you make a mistake. The Redo command lets you reapply the last operation quickly and easily.

To undo or redo an operation:

Choose Edit > Undo *name of operation* from the menu bar or Edit > Redo *name of operation* from the menu bar.

Copying photos to other applications

You can copy photos and video clips from your Photoshop Album catalog to other applications by dragging them or using the Copy and Paste commands. However, Photoshop Album does not track any changes you make to a photo in the other application unless you reimport it. To edit photos in other applications, see "Adjusting multiple photos automatically" on page 109.

To copy photos and video clips to other applications:

1 Select one or more items you want to copy in the photo well.

2 Copy the items to the other application:

• Drag the items from the Photoshop Album photo well to an open file in the other application.

• Choose Edit > Copy, and then choose Edit > Paste in the other application.

Making Creations from Your Photos

Sharing your photos with Photoshop Album creations

The best thing about photos is sharing them with friends and family. Whether the photos are viewed in an album, in a slideshow, through TV, or on a Web page, it's a joy to watch people's faces brighten when they see your photos.

Photoshop Album makes it easy to use your photos and video clips in photo albums, slideshows, video CDs, greeting cards, calendars, eCards, photo books, and Web sites. In Photoshop Album, these items are called *creations*.

Making a creation is easy

To make a creation, you use the *Creations Wizard*. The Creations Wizard walks you through choosing a template, arranging photos and video, customizing the layout, and publishing your creation. The wizard lets you choose from an assortment of templates depending on what you want to create. To get even more templates, just click the Download New Templates button in the Creations Wizard to download additional templates from Adobe photo merchandise partners.

The great thing about creations is that you can share them in a variety of ways. For example, you can print a greeting card or calendar, e-mail an eCard to a friend, burn a slideshow onto a CD, or save a slideshow as a PDF file.

Making creations using the Creations Wizard

The Creations Wizard guides you through creating albums, slideshows, video CDs, greeting cards, eCards, calendars, and photo books in a few easy steps. First, you select a template type, such as Album or Video CD, and then choose a style. Next you set up your creation and choose the photos and video you'll use in it. Finally, you preview, customize, and publish the creation. When you're done, the Creations Wizard saves the creation so you can open it at any time from the photo well if you want to review, change, or publish it. You access the Creations Wizard by clicking the Create button in the shortcuts bar.

The Creations Wizard lets you choose from an assortment of template styles. To offer you even more possible styles, Photoshop Album lets you download additional templates from Adobe's partners.
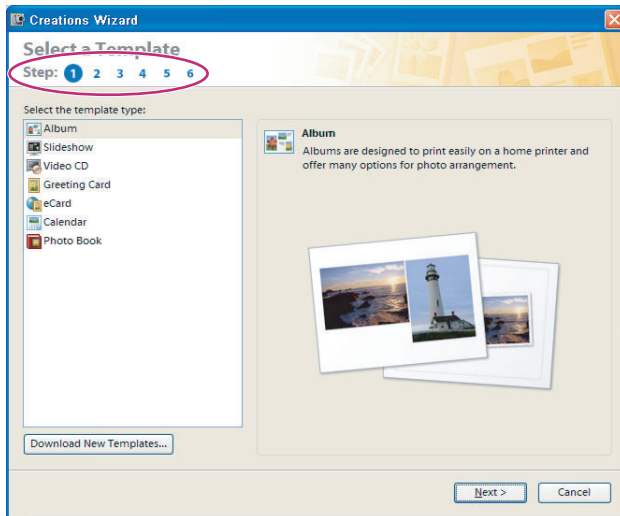
The Creations Wizard guides you through making a creation in six easy steps.

To learn more about each type of creation that's made using the Creations Wizard, see "Creating albums" on page 126, "Creating slideshows" on page 128, "Creating video CDs" on page 130, "Creating greeting cards" on page 131, "Creating eCards" on page 132, "Creating calendars" on page 134, and "Creating photo books" on page 135.

Note: *The Web Photo Gallery and Adobe Atmosphere 3D Gallery are not created using the Creations Wizard. For more information about these gallery options, see* *"Creating a photo gallery for the Internet" on page 138* *and* *"Creating an Adobe Atmosphere 3D Gallery for the Internet" on page 140.*

To make a creation using the Creations Wizard:

1 Start the Creations Wizard by doing one of the following:

• Click the Create button [icon] in the shortcuts bar.

• Choose Creations > New from the menu bar.

2 Follow the instructions in the wizard to select a template type, choose a style, and set up your creation. To move between screens, click a step number at the top of the wizard or use the Back or Next buttons.

To learn more about the set-up options for each type of creation, see "Creating albums" on page 126, "Creating slideshows" on page 128, "Creating video CDs" on page 130, "Creating greeting cards" on page 131, "Creating eCards" on page 132, "Creating calendars" on page 134, and "Creating photo books" on page 135.

Note: *Periodically, new templates become available. To download new templates from an Adobe photo merchandise partner, click the Download New Templates button in step 1 of the Creations Wizard and follow the on-screen instructions.*

3 In step 4 of the Creations Wizard, add the photos and video clips you want to include in your creation. After you've added the photos, you can arrange them in the order you prefer. For more information about adding and arranging photos, see "Adding and arranging photos in your creation" on page 122.

4 In step 5 of the Creations Wizard, preview your creation and customize it by adjusting the layout of individual pages and repositioning or resizing the photos and videos. For more information, see "Previewing and customizing creations" on page 124.

5 In step 6 of the Creations Wizard, type a project name in the Name text box. Select Use Title for Name if you want the title you typed in step 3 to be used as the project name.

6 Publish your creation by choosing an item from the list under Output Options. To learn more about the options, see "Printing photos at home" on page 154, "Sharing photos using e-mail" on page 146, "Burning your creation to a CD or DVD" on page 136, and "Using online services" on page 160. When you're done publishing, or if you just want to save your creation so you can come back to it later, click Done.

Photoshop Album automatically saves your creation in your catalog and adds a thumbnail of it to the photo well. You can open your creation and publish it to a PDF file or other format at any time by opening it from the photo well. To learn how, see "Opening saved creations" on page 137.

Note: *Saved creations in the photo well reference the latest version of photos. If you change a photo or remove it after you save a creation, the creation is updated.*

PDF is a universal file format that can be read by anyone, anywhere, who has the free Adobe Reader software. PDF provides a better photo-viewing experience for your recipients by packaging up all the individual photos into a slideshow, complete with transitions. Your recipients can download the free Adobe Reader from the Adobe Web site (http://www.adobe.com).

Adding and arranging photos in your creation

You add photos and video clips to your creation using step 4 of the Creations Wizard. Once you've added the photos you want to include, you can rearrange, duplicate, or remove them.
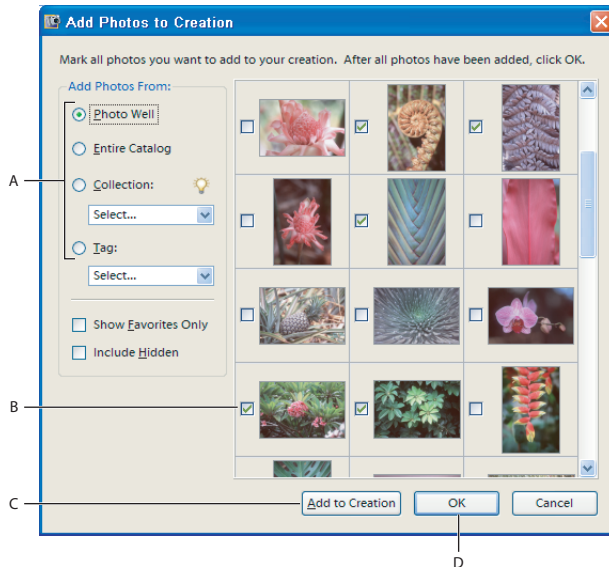
Adding photos to your creation
A. Select a set of photos to display in the dialog box **B.** Click the box next to each photo you want to include in your creation **C.** Click to add the selected photos to your creation **D.** Repeat, and click OK when you're done adding photos.

Note: The maximum number of photos you can have in a creation is 999.

To add photos to your creation:

1 Open your creation, if it isn't already open. For more information, see "Opening saved creations" on page 137.

2 Go to step 4 of the Creations Wizard, and click the Add Photos button.

Note: If you are making a new creation, and you selected photos in the photo well or conducted a search before starting the Creations Wizard, the results automatically appear in your creation when you reach step 4 of the Creations Wizard.

3 In the Add Photos to Creation dialog box, do one of the following to display a set of photos:

• Select Photo Well to display all the photos and video clips that are currently displayed in the photo well.

• Select Entire Catalog to display all of the photos and video clips in your catalog.

• Select Collection and choose a collection from the pop-up menu.

• Select Tag and choose a tag from the pop-up menu.

• Click the Show Favorites Only check box to display only items that have the Favorites tag. No matter which set of photos you select, only favorites from that set will appear in this dialog box.

- Click the Include Hidden check box to display items that have the Hidden tag. Hidden items are not displayed in the Add Photos to Creation dialog box unless you click this check box.

Note: *The photos are displayed and added to your creation oldest first, regardless of the sort order in the photo well. The exception is collections, which have their own custom order.*

4 Select the items you want to include in your creation by clicking the check box next to each one. Type Ctrl-a to select all of the items displayed, or Shift-Ctrl-a to deselect all items.

5 Do one of the following:

- Click Add to Creation to add the selected photos to your creation while leaving the Add Photos to Creation dialog box open to make new selections. When you click Add to Creation, the photos you selected are added to your creation, and the check boxes are cleared to allow you to make a new selection.

- Click OK to add the selected photos to your creation, close the Add Photos to Creation dialog box, and return to the Creations Wizard.

6 If you clicked Add to Creation, repeat steps 3 through 5 to select additional photos for your creation. You can select more photos from the same set, or you can display a different set of photos to choose from.

7 When you're done, click OK.

The Creations Wizard displays the photos and video clips you added. You can add more at any time by clicking the Add Photos button.

Note: *If you're adding an .mov video file to your creation, your computer must have QuickTime installed.*

When you're making a new creation, you might want to start by making a collection that includes all of the photos you want to use in your creation. With your collection displayed in the photo well, you can easily rearrange photos and edit captions and audio annotations. You can use the Add Photos command in step 4 of the Creations Wizard to add the collection to your creation. For more information about collections, refer to "Using collections to organize your photos" on page 57.

To rearrange photos in your creation:

In step 4 of the Creations Wizard, select one or more photos and drag them to a different position. A yellow line indicates where the photo will be placed when you release the mouse button.
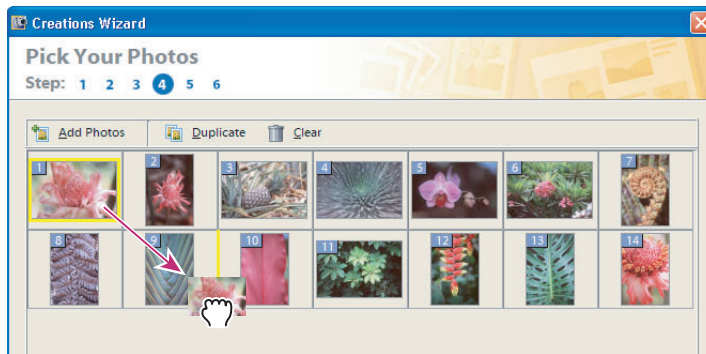
Dragging an item to a different location in your creation

💡 Photoshop Album gives you different ways to organize photos into a particular order: make a creation; make a collection (see "Using collections to organize your photos" on page 57); or change the date/time of photos (this is helpful if the photos show the wrong date, for instance if they show the date they were scanned rather than the date they were taken; see "Changing the date of a photo" on page 43).

To duplicate photos in your creation:

Select one or more photos and click Duplicate. Each duplicate appears immediately after its original. You can drag a duplicate to a different location in the creation; for example, you might drag a duplicate to the beginning of your creation if you want to use it as your title page.

Duplicating a photo does not create a copy of your original photo. It simply uses the same photo twice in your creation.

Note: The Duplicate button is deactivated if the creation already has the maximum number of photos (999).

To remove photos from your creation:

Do one of the following:

- Select the photos to remove, and click Clear.
- Right-click a photo and choose Remove from the context menu.
- To remove all photos, Ctrl-a to select them, and then click Clear.

Previewing and customizing creations

In step 5 of the Creations Wizard, you can preview your creation to make sure that all the photos are the right size and in the correct order. While you're previewing, you can adjust the layout of individual pages and reposition and resize the photos and videos in your creation. You can also return to step 4 of the Creations Wizard to rearrange photos, or exit the wizard to change a photo's caption.

To preview your creation:

Click the navigation buttons ⓘ ◀ ▶ ⓘ in step 5 of the Creations Wizard or click the Full Screen Preview button 🖥. In the Full Screen Preview, if your creation has multiple pages, they are displayed as a slideshow (even if your creation type is not a slideshow). Control the pace of the slideshow using the on-screen controls. To end the slideshow before it's over, press Esc.

To change the layout of a page:

While previewing the page, choose an option from the Layout pop-up menu. The page is updated to include the number of photos you chose from the menu. The new layout only applies to the current page. It does not change the option you chose from the Photos Per Page pop-up menu in step 3 of the Creations Wizard. To restore the page's layout to the setting you chose in step 3, choose Default from the Layout pop-up menu.

Note: The Layout pop-up menu is only available for album and slideshow creations, and it is not available on the title or cover page, or in Full Screen Preview.

To reposition or resize a photo:

1 Select the photo you want to move. A selection border appears around the photo.

2 Do any of the following:

- To reposition the image, click anywhere within the selection border and drag the photo. The results depend on the template style you chose in step 2 of the Creations Wizard. If the template style uses borders around photos, dragging a photo repositions it within its frame, allowing you to choose what portion of the photo shows through. (The frame itself can't be moved or resized.) If the template style does not use borders, the image is simply repositioned on the page.

- To resize the photo, position the hand pointer ✋ over a corner; when the double-headed arrow ↘ appears, drag it to resize the photo.

- To cancel your changes and restore the images to their original size and position, click the Reset Photos button 🖼. The Reset Photos button affects only the current page.

3 Ctrl-click the selected photo to deselect it. Photoshop Album refreshes the page so you can preview it with your changes.

A　　　　　　　　　　B　　　　　　　　　　C

Two ways to customize a photo in your creation
A. Repositioning an image　**B.** Resizing an image

The changes you make affect only a single instance of the image within your Creation; they do not affect the original media files. To crop, rotate, or edit the original image, you must select the image in the photo well.

Note: In slideshow and eCard creations, you might get a warning when you try to resize videos. Resizing a video can affect its quality and performance. If you want to resize a

video anyway, you can suppress the warning by selecting Allow Video to Resize in step 3 of the Creations Wizard. In all other types of creations, only the first frame of the video is included in your creation, and it can be repositioned and resized.

To rearrange the photos in your creation:

Return to step 4 of the Creations Wizard. There you can add, remove, duplicate, and change the order of photos in your creation. For more information, see "Adding and arranging photos in your creation" on page 122.

To change captions in your creation:

1 Exit the Creations Wizard, saving your changes.

2 Find your creation in the photo well and drag it to the find bar (see "Using the find bar" on page 92). The photos used in your creation appear in the photo well.

3 Add and edit captions as desired. For more information, see "Adding captions to photos" on page 68.

4 To return to previewing your creation, choose Creations > Open and select your creation in the list. Then, click OK.

Downloading templates from online services

Occasionally, Adobe's partners will make new templates available for your creations. You can download these templates from online services easily. For information about adding online services for Photoshop Album, see "Adding online services" on page 160.

To download items from online services:

1 In step 1 of the Creations Wizard, click the Download New Templates button. A dialog box appears.

2 Make sure Adobe Services Download Templates is selected, and then click OK.

3 Follow the on-screen instructions to finish downloading new templates.

Creating albums

Putting together a photo album using traditional methods can be a time-consuming process, requiring a lot of patience. In Photoshop Album, you can lay out your photos and then print an album on your home printer quickly and easily. Photoshop Album provides a variety of templates for creating albums with different styles and layouts.
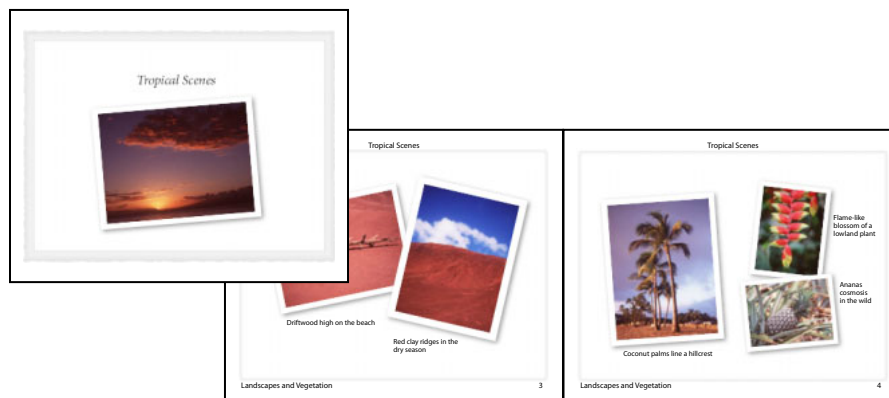
Example of an album creation

To create an album:

1 Use the Creations Wizard to create an album. For instructions on using the Creations Wizard, see "Making creations using the Creations Wizard" on page 119.

2 When you get to step 3 in the Creations Wizard, use the following options to set up your album:

Title Select this option if you want your album to have a title page. Then type a title in the Title text box. The title page will use the first photo in your creation. (For information about duplicating a photo to use as the title photo, see "Adding and arranging photos in your creation" on page 122.) The photo's caption will be replaced by the title text, even if you've chosen to display captions; deselect Title if you want the photo's caption to appear on the title page. If you select Title but leave the title text blank, no text will appear on the title page.

Photos Per Page Choose the number of photos you want to appear on each page from the Photos Per Page pop-up menu. The setting you choose becomes the default. However, you can customize individual pages later, in step 5 of the Creations Wizard; see "Previewing and customizing creations" on page 124.

Include Captions Select this option if you want text from the Caption field to appear under each photo (except the title page photo). Be sure that your photos have captions, or nothing will show underneath them in the album. For more information on entering a caption, see "Adding captions to photos" on page 68.

Include Page Numbers Select this option if you want your album to have page numbers.

Header and Footer Select these options if you want a header and footer for the pages of your album, and then type the text in the text boxes.

3 Click Next or step 4 to add photos to your album. For instructions, see "Adding and arranging photos in your creation" on page 122.

**4** Click Next or step 5 to preview your album and customize it by adjusting the layout of individual pages and repositioning or resizing the photos and videos. For more information, see "Previewing and customizing creations" on page 124.

5 Click Next or Step 6 to publish and save your album. For more information, see Step 5 in "Making creations using the Creations Wizard" on page 119.

Creating slideshows

Slideshows automatically present your photos in the sequence you specify. Photoshop Album slideshows also include a control panel to let the viewer control the playback. Slideshows are an excellent way to share your photos via e-mail or CD. Photoshop Album provides a variety of slideshow templates that are designed to be viewed on computer screens and televisions. You can even add background music and transitions to your slideshows.

Slideshows let you specify different transitions between photos
A. Slide 1 **B.** Fade transition **C.** Slide 2

To create a slideshow:

1 Use the Creations Wizard to create a slideshow. For complete instructions, see "Making creations using the Creations Wizard" on page 119.

2 When you get to step 3 in the Creations Wizard, use the following options to set up your slideshow:

Title Select this option if you want your slideshow to have a title splash screen. Then type a title (30 characters maximum) in the text box. The title page will use the first photo in your creation. (For information about duplicating a photo to use as the title photo, see "Adding and arranging photos in your creation" on page 122.) The photo's caption will be replaced by the title text, even if you've chosen to display captions; deselect Title if you want the photo's caption to appear on the title page. If you select Title but leave the title text blank, no text will appear on the title page

Photos Per Page Choose the number of photos you want to appear on each screen from the Photos Per Page pop-up menu. The setting you choose becomes the default. However, you can customize individual pages later, in step 5 of the Creations Wizard; see "Previewing and customizing creations" on page 124.

Include Captions Select this option if you want text from the Caption field to appear under each photo. Be sure that your photos have captions, or nothing will show underneath them in the slideshow. For more information on entering a caption, see "Adding captions to photos" on page 68.

Background Music If you want background music to play during the slideshow, choose a file from the Background Music pop-up menu or click Browse to locate an MP3 or .wav file on your computer. The pop-up menu lists only music files that have been imported into your catalog. If you select a music file with the Browse button, it will be automatically imported for you.

Play Audio Captions Select this option to play audio captions that you previously recorded for the photos in your slideshow. For more information on making audio captions, see "Adding audio captions to photos" on page 69.

Transition Choose how you want one photo to transition to the next from the Transition pop-up menu.

Page Duration Choose how long you want each photo to be displayed on-screen from the Page Duration pop-up menu. You can also type a number into the Page Duration text box.

Include Play Controls Select this option to include controls for playing and stopping the slideshow.

Pause on Start/Manual Advance Select this option if you don't want your slideshow to advance automatically. The slideshow displays the first page and advances only when the viewer clicks the Play controls.

Allow Video to Resize Select this option if you want the video clip to resize itself to the dimensions of the slideshow's window.

Note: Keep in mind that changing the playback size of a video clip may affect its image quality. Because video clips are generally relatively low resolution, they usually look best when they are shown at their original resolution and not allowed to resize.

Start Slideshow Automatically Select this option if you want the slideshow to display the first page at full-screen and then automatically play the rest of its photos. If this option is not selected, the slideshow opens in an Adobe Reader (or Adobe Acrobat) window. Then, the viewer can choose to either play the slideshow or view the pages in the Adobe Reader window (but without audio, video, or transitions).

Repeat Slideshow Select this option if you want the slideshow to repeat continually when someone plays it.

3 Click Next or step 4 to add photos to your slideshow. For instructions, see "Adding and arranging photos in your creation" on page 122.

4 Click next or step 5 to preview your slideshow and customize it by adjusting the layout of individual pages and repositioning or resizing the photos and videos. For more information, see "Previewing and customizing creations" on page 124.

5 Click Next or step 6 to publish and save your slideshow. For more information, see step 5 in "Making creations using the Creations Wizard" on page 119.

Creating video CDs

Video CDs are designed primarily for viewing on a television when played in a DVD player. Video CDs can also be played on a computer if it has a DVD drive and DVD player software compatible with the video CD format.

Video CDs are designed for viewing on a television monitor.

To create a video CD:

1 Use the Creations Wizard to create a video CD. For complete instructions, see "Making creations using the Creations Wizard" on page 119.

2 When you get to step 3 in the Creations Wizard, use the following options to set up your video CD:

Title Select this option if you want your video CD to have a title screen. Then type a title (30 characters maximum) in the text box. The title page will use the first photo in your creation. (For information about duplicating a photo to use as the title photo, see "Adding and arranging photos in your creation" on page 122.) The photo's caption will be replaced by the title text, even if you've chosen to display captions; deselect Title if you want the photo's caption to appear on the title page. If you select Title but leave the title text blank, no text will appear on the title page.

Background Music If you want background music to play during the video CD, choose a file from the Background Music pop-up menu or click Browse to locate a MP3 or .wav file on your computer. Background music cannot be used if you select the High Quality option.

Transition Choose how you want one photo to transition to the next photo from the Transition pop-up menu. Transitions cannot be used if you select the High Quality option.

Page Duration Choose how long you want each photo to be displayed on-screen from the Page Duration pop-up menu.

Include Captions Select this option if you want text from the Caption field to appear under each photo. Be sure that your photos have captions, or nothing will show underneath them in the video CD. For more information on entering a caption, see "Adding captions to photos" on page 68.

Repeat Slideshow Select this option if you want the slideshow to repeat continually when the video CD is played.

High Quality Select this option if you want your video CD to have a higher image resolution. If you select High Quality, your video CD will not include background music or transitions. To use background music or transitions, deselect High Quality.

3 Click Next or step 4 to add photos to your video CD. For instructions, see "Adding and arranging photos in your creation" on page 122.

4 Click next or step 5 to preview your video CD and customize it by repositioning or resizing the photos. For more information, see "Previewing and customizing creations" on page 124.

5 Click Next or step 6, and then click Burn. For instructions on burning your Video CD, see "Burning your creation to a CD or DVD" on page 136.

Creating greeting cards

Making your own greeting card is a great way to personalize a gift. Photoshop Album provides a variety of templates for creating cards that you can print on your home printer.

Example of a greeting card creation

To create a greeting card:

1 Use the Creations Wizard to create a greeting card. For complete instructions, see "Making creations using the Creations Wizard" on page 119.

2 When you get to step 3 in the Creations Wizard, use the following options to set up your greeting card:

Title Type a title in the text box for the text that will appear on the front of the card next to or below the photo.

Greeting Type a greeting in the text box for the salutation that appears at the top inside the card.

Message Type a message in the text box for the text that appears below the greeting inside the card.

3 Click Next or step 4 to choose the photo for your greeting card. For instructions, see "Adding and arranging photos in your creation" on page 122.

Note: The greeting card creation will use only the first photo in your creation. All the other items (including video clips) are ignored.

4 Click next or step 5 to preview your greeting card and customize it by repositioning or resizing the photo. For more information, see "Previewing and customizing creations" on page 124.

5 Click Next or Step 6 and click Print in the Output Options list to print your greeting card. Once the page is printed, fold the page in half, and then fold in half again to finish your card. For more information on printing from Photoshop Album, see "Printing photos at home" on page 154.

Creating eCards

Cards no longer have to be delivered by the postal service; now you can send personal greetings via e-mail. Photoshop Album provides a variety of eCard templates that are designed to be viewed on computer screens. You can even add background music and audio captions to your eCards.

Example of an eCard creation

To create an eCard:

1 Use the Creations Wizard to create an eCard. For complete instructions, see "Making creations using the Creations Wizard" on page 119.

2 When you get to step 3 in the Creations Wizard, use the following options to set up your eCard:

Title Type a title in the text box for the text that will appear on the front of the card next to or under the photo.

Greeting Type a greeting in the text box for the salutation that appears at the top inside the card.

Message Type a message in the text box for the text that appears below the greeting inside the card.

Signature Type a name in the text box for the signature that appears at the bottom inside the card.

Background Music If you want background music to play when someone opens the eCard, choose a file from the Background Music pop-up menu or click Browse to locate an MP3 or .wav file on your computer.

Play Audio Captions Select this option to play an audio caption that you previously recorded for the photo in your eCard. For more information on making audio captions, see "Adding audio captions to photos" on page 69.

Transition Choose how you want the front page of your eCard to shift to the inside page from the Transition pop-up menu.

Page Duration Choose how long you want each page of your eCard to be displayed from the Page Duration pop-up menu.

Include Play Controls Select this option to include controls for playing and stopping the the playback of your eCard.

Pause on Start/Manual Advance Select this option if you don't want the eCard to advance automatically. The eCard will advance to the inside page only when the viewer clicks the Play controls.

Allow Video to Resize Select this option if you want the video clip to resize itself to the dimensions of the eCard.

Note: Keep in mind that changing the playback size of a video clip may affect its image quality.

3 Click Next or step 4 to choose the photo for your eCard. For instructions, see "Adding and arranging photos in your creation" on page 122.

Note: Photoshop Album uses only one photo for the front page of your eCard. If you have more than one photo in your creation, Photoshop Album selects the first photo in the creation and ignores the rest.

4 Click next or step 5 to preview your eCard and customize it by repositioning or resizing the photo or video. For more information, see "Previewing and customizing creations" on page 124.

5 Click Next or Step 6 and click E-mail in the Output Options list to e-mail your eCard. For more information on e-mailing from Photoshop Album, see Step 5 in "Sharing photos using e-mail" on page 146.

Creating calendars

Making your own calendars is a great way to enjoy your photos every month of the year. Photoshop Album provides a variety of templates for creating calendars that you can print on your home printer. All you have to do is specify a range of months, and Photoshop Album does the rest for you.

Example of a calendar creation

To create a calendar:

1   Use the Creations Wizard to create a calendar. For complete instructions on using the Creations Wizard, see "Making creations using the Creations Wizard" on page 119.

2   When you get to step 3 in the Creations Wizard, use the following options to set up your calendar:

Title   Select this option if you want your calendar to have a title page, and then type a title in the text box. Depending on the style you selected, the title will appear on the cover page of the calendar either next to or below the photo.

Starting   Choose the month and year you want your calendar to start.

Ending   Choose the month and year you want your calendar to end.

Include Captions   Select this option if you want text from the Caption field to appear under each photo (except the cover photo). Be sure that your photos have captions, or nothing will show underneath them in the calendar. For more information on entering a caption, see "Adding captions to photos" on page 68.

3   Click Next or step 4 to add photos to your calendar. For instructions, see "Adding and arranging photos in your creation" on page 122.

4   Click next or step 5 to preview your calendar and customize it by repositioning or resizing the photos and videos. For more information, see "Previewing and customizing creations" on page 124.

5   Click Next or Step 6 to publish and save your calendar. You'll probably print your calendar by clicking Print in the Output Options list. For more information on printing from Photoshop Album, see "Printing photos at home" on page 154. For information about other output options, see "Sharing photos using e-mail" on page 146, "Burning your photos to a CD or DVD" on page 76, and "Using online services" on page 160.

Creating photo books

When you want a special way to preserve your memories, consider creating a photo book. You can have your photos put into an elegant hardcover book from a professional publisher. All you have to do is set up your book using the Creations Wizard and then place your order online. You will receive your photo book in the mail.
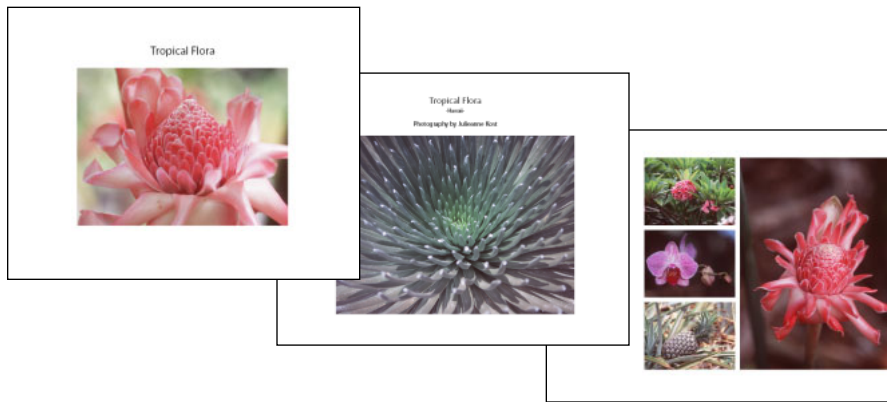
Example of a photo book creation

To create a photo book:

1 Use the Creations Wizard to create a photo book. For complete instructions on using the Creations Wizard, see "Making creations using the Creations Wizard" on page 119. On the first screen of the Creations Wizard, you can click Download New Templates to see if new templates are available; see "Downloading templates from online services" on page 126.

2 When you get to step 3 in the Creations Wizard, use the following options to set up your photo book:

Title, Subtitle, and Author Enter text in the Title, Subtitle, and Author text boxes. This text appears on the cover and first page of the photo book.

Header and Footer Type text for the header and footer of the photo book.

Include Captions Select this option if you want text from the Caption field to appear under each photo. Be sure that your photos have captions, or nothing will show underneath them in the photo book. For more information on entering a caption, see "Adding captions to photos" on page 68.

Include Page Numbers Select this option if you want your photo book to have page numbers.

Note: Not all setup options are available with all template styles.

3 Click Next or step 4 to add photos to your photo book. For instructions, see "Adding and arranging photos in your creation" on page 122.

4 Click next or step 5 to preview your photo book and customize it by repositioning or resizing the photos and videos. For more information, see "Previewing and customizing creations" on page 124.

5 Click Next or Step 6 to publish and save your photo book. For more information, see step 5 in "Making creations using the Creations Wizard" on page 119. Click Order Online under Output Options to have an Adobe photo merchandise partner print your book. Follow the on-screen instructions to place your order.

Burning your creation to a CD or DVD

You can burn a slideshow creation to a CD or DVD. When you burn a slideshow, the resulting disc can be played only in a computer. Video CD creations are burned only to CD. The resulting video CD can be viewed on a television by playing it in a DVD player. A video CD can also be played on a computer that has a DVD drive and DVD player software that is compatible with the video CD format.

For information about creating slideshows, see "Creating slideshows" on page 128. For information about creating video CDs, see "Creating video CDs" on page 130.

To burn your slideshow or video CD creation to a CD or DVD:

1 Open your creation, if necessary (see "Opening saved creations" on page 137), and go to step 6 in the Creations Wizard.

2 Click Burn. Photoshop Album alerts you to any problems with the photos you've selected for your creation, and prompts you to insert media as needed.

3 Select options in the Burn dialog box and click OK:

• Select the drive to which you want to burn the disc.

• Select a video format. (This option is displayed only for Video CDs.) NTSC is the format typically used in North America and Japan. PAL is common in most other Asia Pacific nations and in Europe.

• Choose a speed at which to burn the items. The highest possible speed for your drive and CD/DVD media is chosen by default. If that speed doesn't work, try progressively lower speeds, until you find one that works.

Photoshop Album notifies you of its progress as it burns the CD or DVD.

Ordering from online services

The Online Services feature allows you to send creations from Photoshop Album to remote service providers. The service list may be updated each time you select the Online Services command, so check it occasionally for new services. After you've created a photo album, you can have it printed and bound by an online service. For more information on setting up online services, see "Adding online services" on page 160.

To select an online service:

1 Do one of the following:

• If the Creations Wizard is open, go to step 6 and click the Order Online button 🏠

• If the Creations Wizard is closed, select a creation in the photo well and choose Online Services > Order Creations.

2 Follow the on-screen instructions to finish ordering your creation.

Opening saved creations

When you click the Done button in the Creations Wizard, Photoshop Album saves your creation for you. Saved creations appear in the photo well along with all your photos. The creations are identified with a creations icon ⬛. You can open saved creations at any time to make changes or republish them.

Note: Creations are not visible when the photo well is sorted by Import Batch or by Folder Location because creations are not imported and do not reside in folders. Make sure to choose any other view from the Photo Well Arrangement menu in the options bar. Also, the display of creations in the photo well can be enabled or disabled by choosing View > Media Types from the menu bar and selecting/deselecting the Creations option.
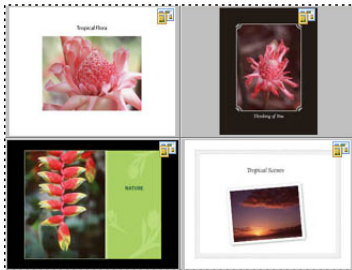
Saved creations in the photo well

To find all your creations:

Choose Find > By Media Type > Creations from the menu bar.

To open a saved creation in the Creations Wizard:

Do one of the following:

- Double-click a creation in the photo well.
- Right-click a creation in the photo well and choose either Preview, Publish, Edit or Show Photos from the context menu.
- Choose Creations > Open. Then select the creation you want to open from the Open Creation list, and click OK.

Note: Unlike photos and other items that appear in the photo well, creations do not exist as separate files on your computer until you publish them. If you save a creation without publishing it, it exists only within the Photoshop Album catalog.

Creating a photo gallery for the Internet

Creating a Web Photo Gallery is an easy way to share your photos on the Internet. You don't have to know anything about HTML programming to create a photo gallery because Photoshop Album does all the work for you.
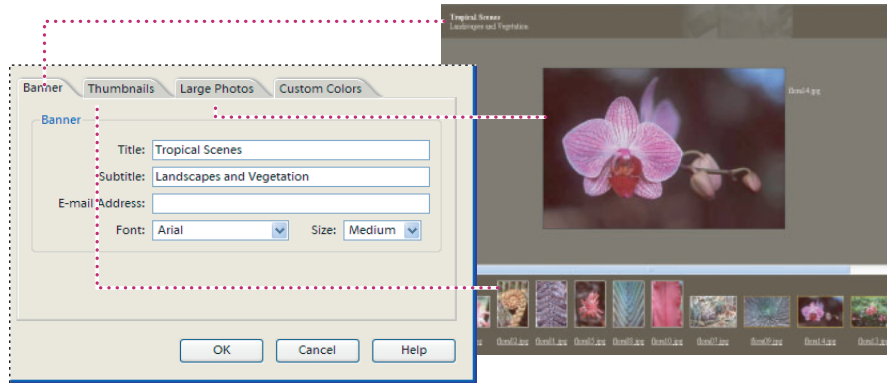
You can specify the appearance of different elements in your Web Photo Gallery

To create a Web Photo Gallery:

1 Select the photos and video clips you want to include in your Web Photo Gallery.

2 Choose Creations > Web Photo Gallery.

3 Choose a style from the Gallery Style pop-up menu. A preview of the home page for the chosen style appears on the right side of the dialog box.

4 Type a name in the Site Folder text box for the folder that will contain your gallery files. When you're done creating the Web Photo Gallery, you'll copy these files to a Web server. If necessary, click Browse and select the location where you want to save the Web Photo Gallery files.

5 Click the Banner tab, if it's not already active. Then use the following options to set up the title banner in your Web Photo Gallery:

Title Type a name for your gallery in the Title text box. This title will appear on your Web page and in the browser's title bar.

Subtitle Type a subtitle in the Subtitle text box if you want a subtitle in your Web Photo Gallery. Depending on the template chosen, the subtitle may appear in the footer, the header, or not at all. Keep in mind that it's not necessary to give your Web Photo Gallery a subtitle.

E-mail Address Type your e-mail address in the E-mail Address text box if you want your e-mail address to appear in your Web Photo Gallery. In some templates, the e-mail address will not appear.

Font and Size Choose font and size options from the Font and Size pop-up menus.

6 Click the Thumbnails tab. Then use the following options to set up the thumbnails in your Web Photo Gallery:

Thumbnail size In the Photos section, choose a size option from the Thumbnail Size pop-up menu.

Font and Size To label your gallery thumbnails, choose Font and Size options in the Captions section, and then select one or more Use options: Filename, Caption, and Date.

Use Filename, Caption, or Date Select one or more options to specify the text that appears with the thumbnails.

Note: If you select the Use Caption option, make sure that your photos have captions, or nothing will appear under the thumbnails. See *"Adding captions to photos" on page 68*.

7 Click the Large Photos tab. Then use the following options to set up the full-size photos in your Web Photo Gallery:

Resize Photos Select this option if you want the photos resized for the gallery pages. Then choose an image size from the pop-up menu. Choose X-Large if you aren't concerned about download speed for viewers of your Web pages and want the photos to roughly fill the screen. Use the smaller sizes if you want the pages to load more quickly over a slow connection. If you want viewers to see your full-resolution photos, you can choose not to resize. If your photos are of greater than 1-megapixel resolution, then they will be larger than the screen resolution for most viewers and will take a long time to download.

Photo Quality Drag the slider bar to designate the quality level for your photos. Keep in mind that better image quality also means a larger file size and longer download times for viewers of your Web pages.

Font and Size Choose Font and Size options from the Font and Size pop-up menus.

Use Filename, Caption, or Date Select one or more options to specify the text that appears with the full-size gallery photos.

Note: If you select the Use Caption option, make sure that your photos have captions, or nothing will appear under them. See *"Adding captions to photos" on page 68*.

8 To specify color elements in your gallery, click the Custom Colors tab. To change the color of a particular element, click its color swatch, and then select a new color using the Color Picker. For example, to change the background color of each page, click the Background swatch; to change the background color of the text banner, click the Banner swatch.

9 Click OK to create the gallery and preview it in the Web Photo Gallery Browser window. Photoshop Album places the following HTML and JPEG files in your destination folder:

*   JPEG images inside the Images subfolder

*   HTML pages inside the Pages subfolder

*   JPEG thumbnail images inside the Thumbnails subfolder

*   Index HTML file for the home page of your Web gallery

10 Copy the contents of the destination folder to a Web server. For information on how and where to transfer the files, contact your Internet service provider.

Creating an Adobe Atmosphere 3D Gallery for the Internet

Making an Adobe Atmosphere 3D Gallery is a unique and creative way to share your photos on the Internet. Your photos are placed on the walls of a virtual gallery building, where users can "walk around" in the unique 3D space to view your images. It's even possible for multiple visitors to view the gallery at the same time so you can also chat with friends and family about your photos.

💡 You can replace any world shipped with Photoshop Album with your own designed world by placing the new gallery .aer file into one of the template folders in Program Files/Adobe/Photoshop Album/Shared Assets/AtmosphereWebGallery. Also, if you have Atmosphere Builder, you can open up any of the template gallery .aer world files and edit them at will.

Example of an Adobe Atmosphere 3D Gallery

To create an Adobe Atmosphere 3D Gallery:

1 Select the photos you want to include in your Adobe Atmosphere 3D Gallery.

2 Choose Creations > Adobe Atmosphere 3D Gallery.

3 Choose a style from the Gallery Style pop-up menu. A preview of the Adobe Atmosphere 3D Gallery for the chosen style appears on the right side of the dialog box.

4 Select the Enable Chat option if you want to let multiple visitors be present in your gallery at the same time. If other visitors are present, each visitor will be represented by a human figure or "avatar" that appears in your world. These avatars are able to walk around, representing the visitors' navigation through your gallery.

The final Web page containing your gallery will also include a check box for showing or hiding the chat area. When shown, a field will be present for you to type in your comments. You will also be able to see the comments and responses of your visitors.

The chat and multiple visitors option will function only if you place your Adobe Atmosphere 3D Gallery on a Web server. For information on how and where to transfer your gallery, contact your Internet service provider.

Note: *Most Web pages are available to the general public. If you choose to select Enable Chat, your gallery may eventually be discovered by other users. If you would like to restrict*

access to your gallery, simply deselect Enable Chat during the creation process, or password-protect the Web page when you upload it to the Internet. To learn how to password-protect a page, contact your Internet service provider.

5 In the Destination area, select the location where you want to save a folder containing the Adobe Atmosphere 3D Gallery files.

6 Type a name in the Site Folder text box for the folder that will contain your gallery files. When you're done creating the Adobe Atmosphere 3D Gallery, you'll copy the files in this folder to a Web server.

7 Click the Banner tab, if it isn't already active. Then set the following options to customize the title banner in your Adobe Atmosphere 3D Gallery:

Title Type a name for your gallery in the Title text box. This title will appear on your Web page and in the browser's title bar.

Subtitle Type a subtitle in the Subtitle if you want a subtitle under the title of your Web Photo Gallery. It's not necessary to give your 3D Gallery a subtitle.

E-mail Address Type your e-mail address in the E-mail Address text box. Leave this field blank if you don't want your e-mail address to appear in your Adobe Atmosphere 3D Gallery.

Font and Size Choose font and size options from the Font and Size pop-up menus.

8 Click the Large Photos tab. Then set the following options to customize the full-size photos in your Adobe Atmosphere 3D Gallery:

Resize Photos Select this option if you want the photos resized for the gallery pages. Then choose an image size from the pop-up menu.

Photo Quality Drag the slider bar to designate the quality level for your photos. Keep in mind that better image quality also means a larger file size.

Font and Size Choose font and size options from the Font and Size pop-up menus.

Use Filename, Caption, or Date Select one or more options to specify the text that appears with the full-size gallery photos.

Note: *If you select the Use Caption option, make sure that your photos have captions, or nothing will appear under them. See* [*"Adding captions to photos" on page 68*](#)*.*

9 To specify color elements in your gallery, click the Custom Colors tab. To change the color of a particular element, click its color swatch, and then select a new color using the Color Picker. For example, to change the background color of each page, click the Background swatch; to change the background color of the text banner, click the Banner swatch.

10 Click OK to create the Adobe Atmosphere 3D Gallery. Photoshop Album launches the 3D Photo Gallery Browser so that you can preview your Adobe Atmosphere 3D gallery. Photoshop Album also places the following HTML and JPEG files in your destination folder:

• A home page for your gallery named index.htm. You can open this file in any Web browser to preview your Adobe Atmosphere 3D Gallery.

• JPEG images inside the Images subfolder.

• HTML pages inside the Pages subfolder.

• Additional resource files inside the Gallery subfolder.

- A Thumbnails subfolder and a ThumbnailFrame HTML file.

11 Copy the contents of the destination folder to a Web server. For information on how and where to transfer the files, contact your Internet service provider.

Viewing and navigating the Adobe Atmosphere 3D Gallery

Once an Adobe Atmosphere 3D gallery is opened using a Web browser, you can walk around it in a number of ways. The simplest is to click the "Start Guided Tour" button and you will be moved through the gallery, seeing the photos along the wall. At any time during the tour, you can click in the 3D view to stop the tour.

Clicking and dragging your mouse in the 3D view also moves you through the gallery. Dragging left and right rotates your direction of view, while dragging up and down moves you forward and backward. (To change your view up and down, hold down the Ctrl key while dragging up and down.)

You can also use the arrow keys to navigate through the gallery. The left and right arrow keys turn you left and right, and the up and down arrow keys move you forward and backward. If you hold down the Ctrl key, the up and down arrows move the view direction up and down.

You can click any photo in the gallery to see a larger view of the photo along with a caption or any other information that you may have chosen to export with the photos.

Note: *An Adobe Atmosphere 3D Gallery can only be viewed with Internet Explorer version 5.0.1 or greater. Other Web browsers are currently not supported.*
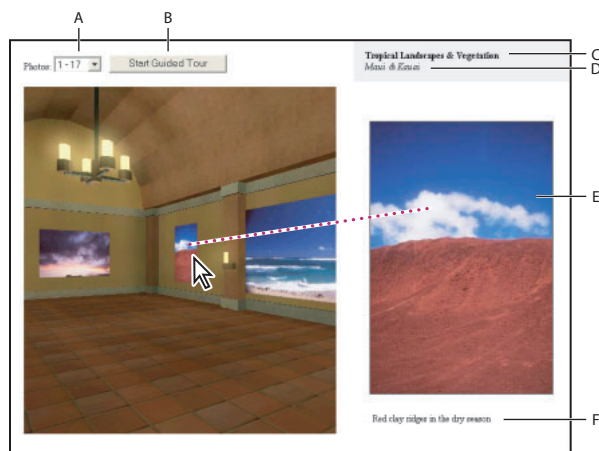
Adobe Atmosphere 3D Gallery Browser
A. Number of photos in the gallery **B.** Start/Stop an automated tour through the gallery **C.** Gallery title **D.** Gallery subtitle **E.** Enlarged view of a selected photo from the gallery **F.** Caption

Using photos as desktop wallpaper

Making a photo the background picture on your computer screen is a great way to enjoy it. You can easily switch the wallpaper image as often as you like. Use your OS control panel to return your display to a Windows desktop pattern.

To use a photo as desktop wallpaper:

1 Select the photo you want to use.

2 Choose Edit > Set as Desktop Wallpaper.

Note: *You can also make a Windows XP screen saver from Photoshop Album. Select the photos you want to use and export them to a new folder (give the new folder a name like "screen saver.") Use the Windows XP Display control panel to create your screen saver using the photos in the new folder. For instructions on creating a screen saver in Windows XP, search on "screen saver" in the Windows XP Help. For information on exporting photos from Photoshop Album, see* "Exporting photos" on page 153*.*

Sharing, Printing, and Exporting Photos

Working with photo resolution

The size you can print your photo is determined by its resolution, which is measured in pixels per inch (ppi). Pixels are the tiny squares that make up digital photos. The number of pixels on each side of a photo are known as the pixel dimensions of a photo. In the Properties palette (see "Viewing information about a photo" on page 66), the pixel dimensions are shown under General. The two numbers (640 x 480, for example) correlate to the width and height of the photo. They also correlate to the file size of your photo. The larger the pixel dimensions of a photo, the more image data it contains, and the larger its file size will be. The file size of a photo is shown right next to its pixel dimension in the Properties palette.
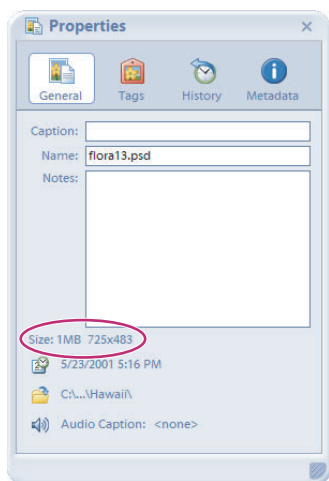
Viewing the file size and pixel dimensions of a photo

💡 When you take photos with your digital camera, be sure to check the resolution settings. You want to take photos with enough image data for you to be able to print good-quality photos. Check the documentation that came with your camera for more information.

If you have a photo with a low resolution, you can't increase the quality of the photo by simply making it larger. You'll end up with a grainy photo, because the pixels are too large. Instead, work with the photo to make it look its best. Try choosing the 2.1" x 2.8" print size instead of the 8" x 10" option (see "Printing individual photos" on page 156) to make sure that the output is crisp and clear. Lower-resolution files are great to share via e-mail because the size of the file tends to be smaller. The lack of detail that's obvious when you print the photo won't be as visible on-screen.
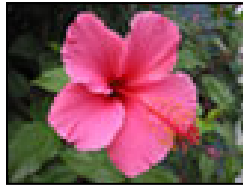
Working with a lower-resolution photo
A. Original photo with pixel dimension of 640 x 480 **B.** Printed at 2.1" x 2.8" option **C.** Printed at 4" x 6" option **D.** Printed at 8" x 10" option

On the other hand, if you have a great-quality, high-resolution photo, keep in mind that the photo file size is large. This doesn't present a problem when you're printing, because it'll look good when it's printed out at any size. However, a high-resolution photo could be too large to e-mail. Photoshop Album gives you the ability to make a file smaller when you e-mail it (see "Sharing photos using e-mail" on page 146). The trick is to shrink the file size without losing too much detail. Also, consider the size of a photo if you're planning to post it on your Web site. It should be clear, and large enough to see easily, but not so large that it takes up an entire browser screen.

Working with printer resolution

Printer resolution is measured in ink dots per inch, also known as dpi. The more dots per inch, the finer the printed output you'll get. Higher-resolution photos print nicely on medium-to-high dpi settings. Lower-resolution photos have a less-rich appearance on higher dpi printouts, and lose quality as the dpi setting decreases. Photoshop Album warns you if you've chosen a print size (see "Printing individual photos" on page 156) that will cause the photo to print at less than 150 dpi. If you print a photo at such a low dpi, your end result will be grainy.

💡 Read the documentation that came with your printer to learn more about the optimal settings for your printer.

Sharing photos using e-mail

Photoshop Album does all the work of creating attachments for e-mail by generating a preaddressed e-mail message with attached images or PDF slideshows. Before you start e-mailing photos and creations, you need to set e-mail preferences (see "Setting e-mail preferences" on page 146), and set up your contact book (see "Setting up your contact book" on page 147).

Setting e-mail preferences

Before you e-mail photos for the first time, you must give Photoshop Album a little information.

Note: If you use Web-based e-mail, Photoshop Album may not be able to automatically create e-mail messages and attach files, but it will still create the attachments for you. You'll need to manually attach the file that Photoshop Album produces to your e-mail message.
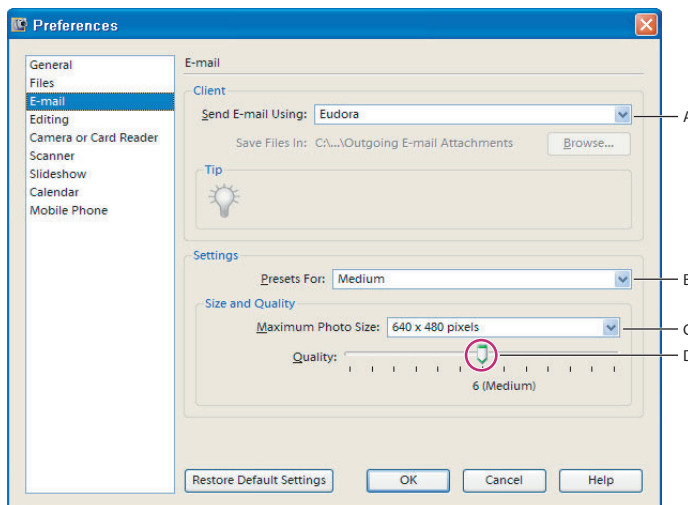
E-mail preferences dialog box
A. Choose your e-mail program.   **B.** Choose a default setting.   **C.** Select the size of the file.   **D.** Drag the slider to increase or decrease the quality of the file.

To get set up for e-mailing:

1   Choose Edit > Preferences.

2   Select E-mail from the list of preferences at the left side of the dialog box.

3   From the Send E-Mail Using pop-up menu, select your preferred e-mail program. If you use America Online (AOL), see "Sending e-mail using America Online" on page 147 for special instructions.

Note: If you use more than one e-mail program, you'll need to reset this option each time you want to switch programs.

4   Select a size from the Presets For pop-up menu to select a resolution (see "Working with photo resolution" on page 144) for attached photos:

•   Big to send a high-quality photo. The file size will be larger, but the resolution of the photo will be good. Big is the best choice even for on-screen viewing if you want the

recipient to have the best viewing experience, or if download speed isn't a big concern (if you and the recipient have a high-speed Internet connection).

- Medium to send a good-quality photo. The file size of individual photos will be about average, making this a good selection if you want to send photos without losing a lot of detail. Medium is the setting that works well for most photos.

- Small to send photos with small file sizes. When you decrease the file size, your photos will lose quality, which will be most noticeable in photos with large file sizes. Small is recommended only when your priority is to minimize file size.

- Leave As Is to keep the settings of the photo. If you choose this option, you won't be able to use the settings under Size and Quality. Choose this option if you want the recipient to be able to produce the best-quality prints.

💡 A file with higher resolution keeps more detail, so it's a good idea to set the resolution at the highest practical level for the way you're going to share your photo. As you lower the resolution, the details in your photo will be lost.

5 Though there are standard sizes provided for Small, Medium, and Large, you can change the definitions of these three sizes if you'd like. From the Maximum Photo Size pop-up menu, choose a maximum width and height for the attached photo. Keep in mind that the size of the attached photo affects how quickly the e-mail will download.

Note: The setting you specify here will become the default, but you can always change the size setting for each individual e-mail. Furthermore, the pixel dimensions you choose are only maximums; when a photo is compressed to fit these dimensions, its original ratio of width to height is preserved.

6 Drag the Quality slider to the left to export a smaller, less detailed file, or to the right for a larger, more detailed file.

7 Click OK to save the e-mail settings and return to the main Photoshop Album window.

Sending e-mail using America Online

If you're an America Online user, you need to set Association preferences in AOL to make sure that AOL is the e-mail system Photoshop Album uses. Otherwise, you'll get an error message when you try to e-mail photos and creations.

To choose AOL as your default mail system, log on to AOL and check the preferences set under Associations. For more information and directions on changing preferences, search under "associations" in AOL help.

Setting up your contact book

The contact book lets you pre address e-mail messages and keep track of who you've shared photos with. If you often send e-mail to the same set of people, you can also set up a group in the contact book to make e-mailing photos even easier.

If you use the contact book to address your photo-sharing e-mail, then Photoshop Album tracks who you've shared each photo with. You can then find photos later according to who you've shared them with (see "Finding photos by their history" on page 88). If you prefer, you can type in e-mail addresses in your e-mail system instead of using the contact book.
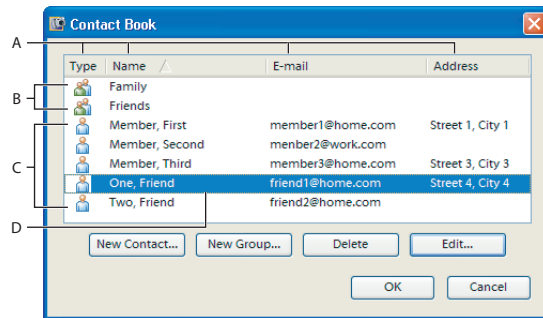
Contact book
A. Click a column heading to sort by that category **B.** Group entries **C.** Individual entries **D.** Double-click an entry to edit the contact

To view the contact book:

Choose View > Contact Book.

To add a new contact:

1 Click the New Contact button.

2 Type a name and e-mail address for the contact. Include a mobile phone e-mail address and mobile phone number if you plan to send photos to the contact's mobile phone (see "Sending photos to a mobile phone" on page 150). If you want to keep track of a mailing address and phone number for the contact, click the Address tab, and then type the contact information.

3 When you're done entering information, click OK.

To edit an entry in the contact book:

Select an entry in the list, click the Edit button, and edit the entry as desired. When you're done entering information, click OK.

To delete an entry from the contact book:

Select an entry in the list, and click the Delete button.

To create a new group:

1 Click the New Group button, and type a name for the group in the Group Name text box.

2 Add members to the group by selecting an entry in the Contacts list and clicking the Add button to move it to the Members list. To add more than one contact, Shift-click to add contacts in a row. You can also Ctrl-click to choose nonadjacent contacts.

3 When you're done adding members, click OK.

E-mailing files

When you want to share your photos with friends and family, you can quickly attach images to an e-mail message with the click of a button. If your photos have tags attached, you can include the tags with your attachments, and recipients with Photoshop Album 2.0 can import the tags into their own catalogs when they import the photos.

When you e-mail photos and creations, keep in mind that file sizes should be small enough to allow reasonable download times from a Web server, but large enough to show the desired colors and details in the image (see "Working with photo resolution" on page 144). E-mail providers sometimes have limits on the size of files they'll accept. Other e-mail providers set a limit on the size of files you can send out. To reduce the size of your e-mail attachments, see "Setting e-mail preferences" on page 146.
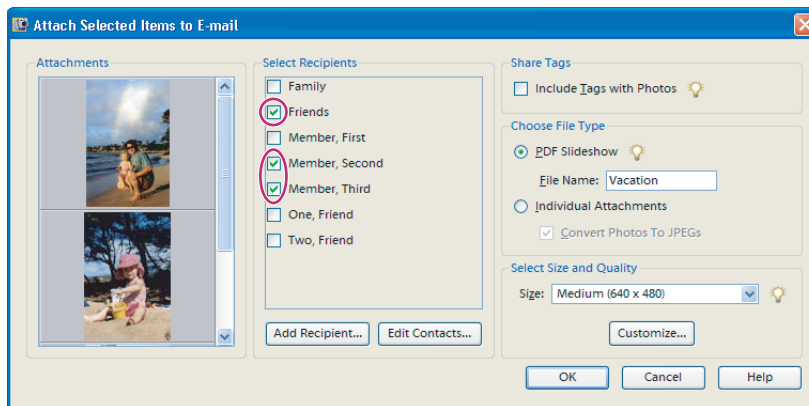
E-mailing photos to more than one recipient

To e-mail photos and creations:

1 Select one or more items in the photo well. This can include photos, video clips, audio clips, and saved creations. (See "Selecting photos, video clips, audio clips, and creations" on page 100.)

2 Do one of the following:

• Click the Share button 👥 in the shortcuts bar, and then choose E-mail from the pop-up menu.

• Choose File > Attach to E-mail.

3 If this is the first time you've e-mailed a photo or creation using Photoshop Album, a dialog box appears so you can confirm the e-mail service you want to use (see "Setting e-mail preferences" on page 146). Confirm your choice and then click OK.

4 The Attach Selected Items to E-mail dialog box appears. The left side of the dialog box shows the selected items.

5 Choose recipients for the e-mail by doing one of the following:

• Select a name in the Select Recipients list (the names you see are from your contact book). To get more information on using the contact book, see "Setting up your contact book" on page 147.

- Click Add Recipient and type a name and e-mail address for the recipient. If you want to add the recipient to your contact book, select the Add to Contact Book option. When you're done entering information, click OK.

6 Select Include Tags With Photos to include any tags that are attached to the photo. Recipients who have Photoshop Album 2.0 can use the attached tags when importing the photos into their catalogs; for more information, see "Importing tags attached to photos" on page 38.

Note: The Favorites and Hidden tags are never included when photos are e-mailed.

7 Specify a file format for the attachment:

- PDF Slideshow to create a single attachment in PDF format where the selected images are combined into one slideshow. A PDF slideshow is generally the best way to share your photos because your recipient will see your photos and video clips in order, at the proper size, from a single file.

PDF is a universal file format that can be read by anyone, anywhere, who has the free Adobe Reader software on his or her computer. PDF provides a better photo-viewing experience for your recipients by packaging up all the individual photos into a slideshow, complete with transitions. Your recipients can download the free Adobe Reader from the Adobe Web site (http://www.adobe.com).

- Individual Attachments to send each photo as a separate attachment. Normally, all non-JPEG files are converted to JPEGs for sharing. You can deselect Convert Photos to JPEGs if you want to keep photos in their current file format. The Convert Photos to JPEGs option is deactivated if Include Tags with Photos is selected because photos are automatically converted to JPEGs. It is also deactivated if the selected photos are already in JPEG format.

See "Working with different file formats in Photoshop Album" on page 39 to learn more about the file formats Photoshop Album works with.

8 Choose a size (in pixel dimensions) and quality for the e-mail attachment (see "Setting e-mail preferences" on page 146 for a description of the options). You can change them here to make them different for just this photo, or click Customize to change your preferences.

9 Click OK. Photoshop Album generates the attachment and then launches your default e-mail program. To get more information on setting your e-mail defaults, see "Setting e-mail preferences" on page 146.

Sending photos to a mobile phone

You can use Photoshop Album to send your photos to a mobile phone. The photos are sent to the e-mail address of the mobile phone, and can be displayed on the phone when they are received.

Note: Not all mobile phones that have an e-mail address can receive image attachments. The ability to receive and view images depends on several factors, including the phone, the carrier, and the user's calling plan or service agreement. Before sending photos to a mobile phone, check to make sure the recipient's cell phone has successfully received attachments in the past. For the latest information about sending photos to mobile phones, refer to the Adobe Web site (http://www.adobe.com/support/main.html).

To send a photo, you need to know the e-mail address of the mobile phone. Before sending, you might want to add the mobile phone e-mail addresses of the intended recipients to your contact book. For more information, see "Setting up your contact book" on page 147.

To send photos to a mobile phone:

1 Select one or more photos in the photo well or calendar view. (See "Selecting photos, video clips, audio clips, and creations" on page 100.)

2 Click the Share button in the shortcuts bar, and then choose Send to Mobile Phone from the pop-up menu.

3 Select one recipient from the list of names. You can select a name only if it has a mobile phone e-mail address stored in the contact book. If you need to add or update an entry, click Edit Contacts (see "Setting up your contact book" on page 147).

4 Click Continue and follow the on-screen instructions to finish sending the photo to the recipient. Depending on the recipient's carrier and your own e-mail program, you might need to do one or more of the following:

• Confirm the e-mail service you want to use (see "Setting e-mail preferences" on page 146).

• Specify the size of the attachment. Select Small if you know the screen on the recipient's phone is very small. Select Big to send a larger photo. Select Custom Size to specify width and height.

• In your e-mail program, use the appropriate command to send the prepared message. (Some e-mail programs might send the message for you.)

When you're done sending the photos, the Choose a Recipient for Your Photos dialog box stays open in Photoshop Album so you can send the photo to another recipient.

5 To send the photo to another mobile phone e-mail address, select a recipient and repeat the steps above. If you're done, click Close.

Sending Photos to your Palm OS handheld

Using Photoshop Album, you can send photos to your Palm OS handheld. Photoshop Album creates a PDF file that can be viewed on the handheld.

Note: *To send photos to your Palm OS handheld, you must have Adobe Reader for Palm OS installed on your computer. You can download the free Adobe Reader for Palm OS from the Adobe Web site (http://www.adobe.com).*

To send photos to your Palm OS handheld:

1 In the photo well, select the photos you want to send. Only photos can be sent; you cannot send video clips, audio clips, or creations.

2 Click the Share button in the shortcuts bar, and then choose Send to Palm OS Handheld from the pop-up menu.

3 In the Send to Palm OS Handheld dialog box, specify a unique name for the PDF file that will be sent to the handheld.

4 Click OK.

Photoshop Album resizes the photos for viewing on your handheld and generates a PDF file containing the photos. The file is sent to the Adobe Reader for Palm OS software installed on your computer. Adobe Reader might display messages about PDF file; click OK to continue.

5 When Adobe Reader is ready, synchronize your Palm OS handheld.

The PDF file is sent to your handheld, where you can view it. For information about viewing the file, refer to the instructions that came with the Adobe Reader for Palm OS software.

Publishing photos to your TiVo DVR (US Only)

Using Photoshop Album, you can publish photos to your TiVo® digital video recorder (DVR). You can then view the photos on your television screen.

Note: To publish photos to your TiVo DVR, you must have a TiVo Series2 DVR with Home Media Option™. You must also have TiVo Desktop software installed on your computer. To learn more about Home Media Option, visit http://www.tivo.com/media. If you already have Home Media Option, visit http://www.tivo.com/mediahelp.

To publish photos to your TiVo DVR:

1 In the photo well, select the photos you want to publish (see "Selecting photos, video clips, audio clips, and creations" on page 100). Only photos can be published to a TiVo DVR; you cannot publish video clips, audio clips, or creations.

2 Click the Share button in the shortcuts bar, and then choose Publish to TiVo DVR from the pop-up menu.

3 Select an option from the Publish to TiVo DVR dialog box, and then click OK:

• Select Publish Selected Images in a Folder for TiVo to copy the photos to a folder that will appear on your TiVo display. Click Browse to open the Browse for Folder dialog box, and then choose an existing folder, or click Make New Folder and type a folder name. Use a name that describes the pictures you're publishing, such as "Vacation" or "Family." Photoshop Album makes shortcuts to the photos in the folder you specify, and the folder name appears on your TiVo display.

• Select Publish Selected Images as Individual Items for TiVo to make each photo appear as a separate item on your TiVo display.

Photoshop Album publishes the photos. If you selected any photos that are not in JPEG format, Photoshop Album automatically converts a copy of them to JPEG for viewing on TiVo. The new JPEG files are saved in the folder you chose when you set your file preferences; for more information, see "Setting file preferences" on page 39.

For more information about viewing photos using your TiVo DVR, visit http://www.tivo.com/mediahelp.

Using your TiVo Desktop software, you can unpublish the photos when you're done viewing them. However, the shortcuts created for TiVo by Photoshop Album remain on your hard disk until you remove them.

Exporting photos

When you need to create a copy of a photo for use in a project involving another program, you can export it. The file format you choose depends on how you plan to use the image. Exported images are saved onto your computer's hard drive. For information on the file formats you can use, see "Working with different file formats in Photoshop Album" on page 39.

Note: You can't export creations using the directions below (see "Making creations using the Creations Wizard" on page 119).
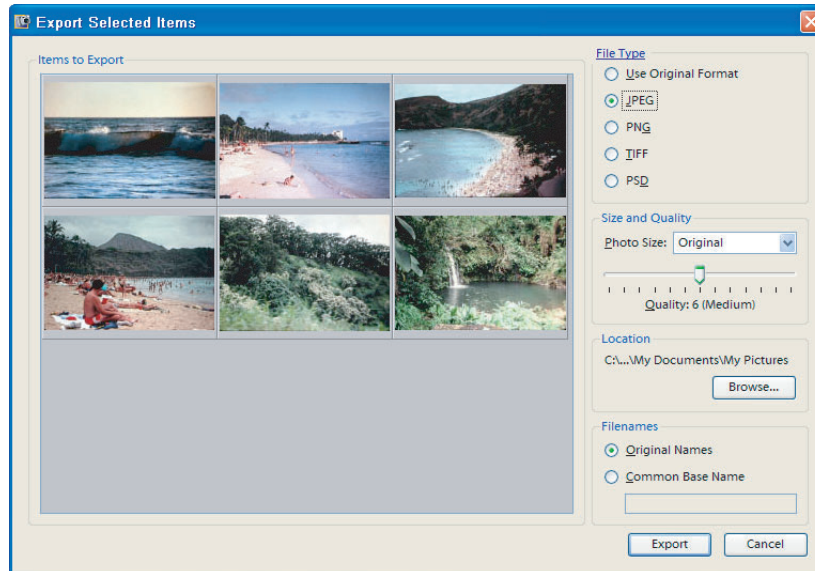
Exporting photos

To export photos:

1 Specify the items you want to export (see "Selecting photos, video clips, audio clips, and creations" on page 100), and then choose File > Export.

2 When the Export dialog box appears, choose the file format for the exported photo from the list in the File Type area (see "Working with different file formats in Photoshop Album" on page 39 for information on file formats). Choose Use Original Format to keep the file in its current format.

3 Choose a size for the exported photo from the Photo Size pop-up menu.

4 If you've chosen the JPEG file type, drag the Quality slider to the left to export a smaller, less detailed file, or drag it to the right for a larger, more detailed file.

💡 A file with higher resolution keeps more detail, so it's a good idea to set the resolution at the highest practical level for the way you're going to use your photo. As you lower the resolution, details in your photo will be lost.

5 Under Location, you can accept the folder location listed, or click the Browse button to change the folder where the exported file will be stored.

💡 To export photos to a CD or DVD, click Browse and select the writable CD or DVD drive connected to your computer.

6 If you are exporting more than one file, do one of the following:

- Select Original Names to use the current name of the photos.

- Select Common Base Name and then type a name. Photoshop Album adds sequential numbers to this base name to create names for all the photos being exported.

No matter which option you choose, if Photoshop Album detects an existing file with the same name as the exported file, it automatically modifies the exported file name to avoid overwriting the existing file.

7 Click the Export button.

Exporting photos by dragging-and-dropping

You can also export photos by dragging them into a page layout or word processing application, into an image-editing application (such as Photoshop Elements), or onto the desktop of your computer. This is a quick and easy way to export a photo, but you won't have any control over the exported size.
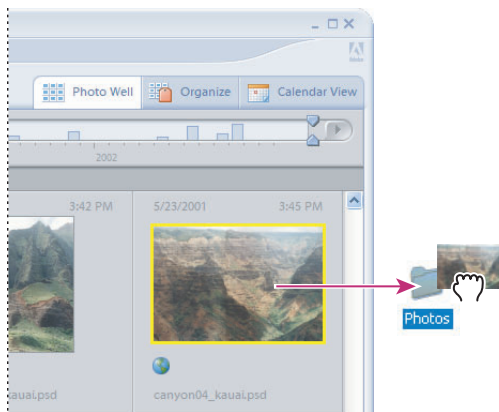
Exporting a photo by dragging it onto the desktop

To export a photo by dragging:

1 Select the photo you want to export.

2 While holding down the mouse button, drag the photo out of the photo well to either an image editing application or onto your desktop.

Printing photos at home

Photoshop Album provides several options for printing your photos on your home printer (you can also select a video clip for printing, but only the first frame of it is printed). You can print individual photos, contact sheets (thumbnails of each selected photo), or picture packages (a page of a photo printed at various sizes). Finally, you can print creations you've made in Photoshop Album, such as photo albums, cards, and calendars.

💡 If you're having trouble getting your photos to print at a particular size, try cropping the photo to the specific dimensions you want before you print it. See "Cropping photos" on page 108 for directions.

Use the Print Selected Photos dialog box to choose options for your printed photos. The left side of the dialog box shows the selected photos, and the right side shows a preview of each page of the print job. When you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.

Three different printing options
A. Individual prints **B.** Contact sheet **C.** Picture package

Setting print options and preferences

Before you print your photos, you need to let Photoshop Album know some basic information about your print job, such as the size of paper you are using, the page orientation, and the width of margins. Set these options in the Page Setup dialog box. You might also need to specify measurement units in the Preferences dialog box.

💡 If you're using more than one printer at home, you'll need to go through the setup options each time you change printers.

To set print options:

1 Choose File > Page Setup.

2 Set the following options as desired. The preview at the top of the dialog box changes to reflect the new settings:

Size: Specifies the size of paper you are using. To change the paper size, choose an option from the pop-up menu.

Source: Specifies the tray or feeder that supplies the paper to your printer. Choose the best option for reliable printing on your particular printer. You should also be sure to select the appropriate paper in your printer settings if you're using a photo-quality paper.

Orientation: Sets the orientation of the page, either Portrait or Landscape.

3 If you have multiple printers and want to verify or change the printer, click the Printer button. Choose a printer from the Name pop-up menu, or click the Network button to choose a printer on your computer network. Click the Properties button to view additional options. The options in this dialog box are determined by your printer, not Photoshop Album, so see your printer documentation for more information. When you're done setting options, click OK.

4 Click OK in the main Page Setup dialog box.

To specify measurement units for printing:

1 Choose Edit > Preferences, and then click General.

2 Under Measurement Units, select either Inches or Centimeters/Millimeters to specify the units of measurement you would like Photoshop Album to use. This setting determines the sizes you can choose from when you print or crop a photo.

Printing individual photos

If you want individual prints, all you have to do is specify a print size, and Photoshop Album combines as many photos as will fit on one sheet of paper. It's important to pick a print size that's compatible with the photo's size (see "Working with photo resolution" on page 144). If you choose a print size that will cause the output to be printed at less than 150 dpi, an alert will appear so you can change the print size.

To print individual photos:

1 Make sure that your printer is on and connected to your computer.

2 Select one or more photos or video clips you want to print.

Note: If you select a video clip, only the first frame of the clip will be printed.

3 Do one of the following:

• Click the Print button 🖨 in the shortcuts bar and choose Print from the pop-up menu.

• Choose File > Print.

The Print Selected Photos dialog box appears. The left side of the dialog box shows the selected photo. If you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.
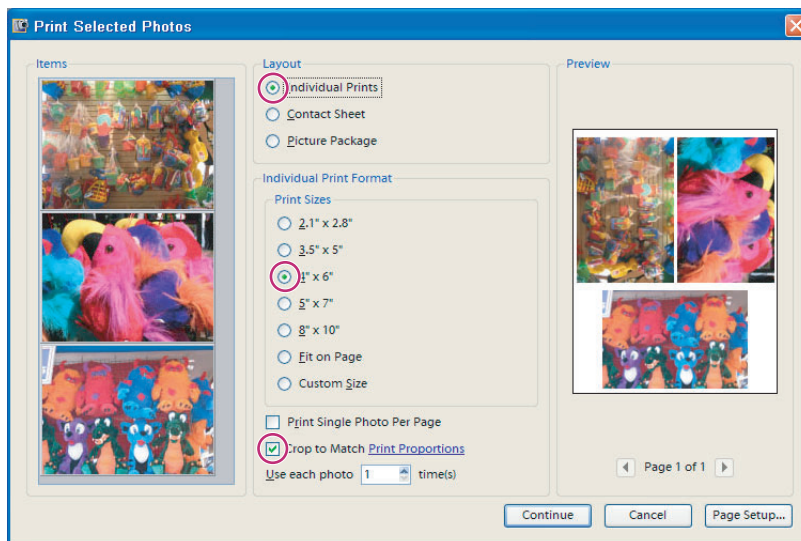
Printing photos

4 Under Layout, select Individual Prints (if it's not already selected).

5 Under Individual Print Format, do one of the following:

• Choose a preset size from the list. If more than one copy of the selected photo or photos will fit on the page, the preview shows the layout of the photos. If only one print

will fit on a page, you can scroll through the pages using the Forward button ▶ and the Backward button ◀ below the preview at the right side of the dialog box.

- Choose Fit on Page to scale the image to fill the page. Note that if the size of the photo is small, or if it has low resolution, this option may not give you good-quality printed output.

- Choose Custom Size to enter a specific size.

Note: Photoshop Album may rotate your photos to maximize the number of prints on each page.

6 If you want to print one photo per page, rather than printing as many photos as will fit on each page, select Print Single Photo Per Page.

7 Leave Crop to Match Print Proportions selected if you want Photoshop Album to automatically crop the photo as needed to fill the entire space. Deselect this option if you don't want your photos cropped.
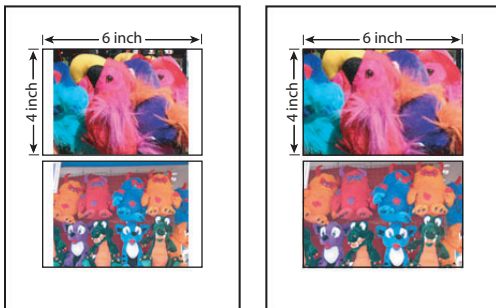
Crop to Match Print Proportions deselected (left) and selected (right)

8 Specify how many copies of each photo you want by typing a value in the Use each Photo text box or by clicking the up or down arrows next to it.

9 To preview each page of the print job, click the Forward button ▶ and Backward button ◀ below the page preview. It may take Photoshop album a few seconds to update the preview.

10 When you're done setting options and previewing the print job, click Continue.

The Print dialog box appears and displays your current printer settings. The options in this dialog box are determined by your printer, not Photoshop Album. If you need more information, see your printer documentation.

Note: If you're using photo paper, be sure to go to Page Setup and select the correct paper type.

11 Click Print.

Printing a picture package

A picture package prints each selected photo in a variety of sizes, similar to portraits purchased from a professional photographer. All you need to do is select the layout you want, and then Photoshop Album fills the page. Each photo you select is printed on its own page (you can't mix and match photos on one page). You can look at each page using the Forward button ▶ and Backward button ◀ below the preview.
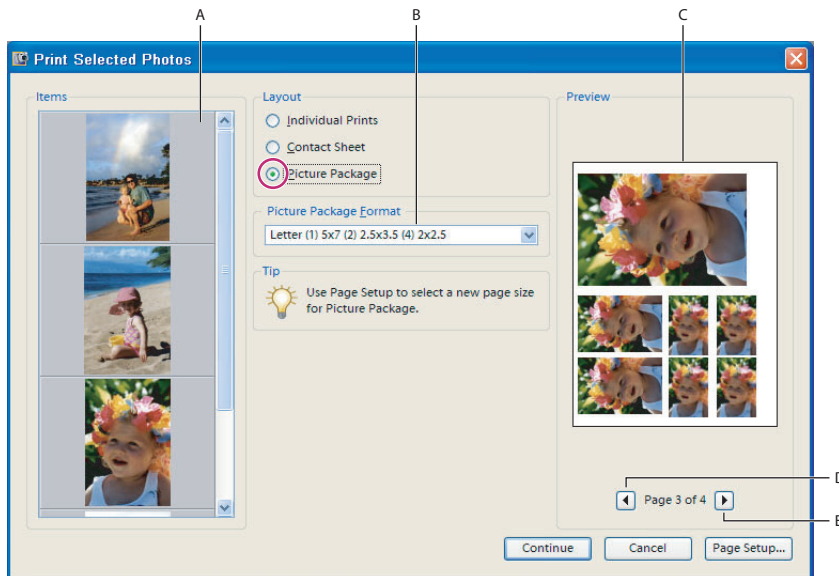
Printing picture packages
A. Selected photos **B.** Layout pop-up menu options **C.** Preview of the picture package printed page
D. Click to view the previous page **E.** Click to view the next page

To print a picture package:

1 Make sure that your printer is on and connected to your computer.

2 Select one or more photos or video clips you want to print (see "Selecting photos, video clips, audio clips, and creations" on page 100).

Note: If you select a video clip, only the first frame of the clip will be printed.

3 Do one of the following:

- Click the Print button 🖨 in the shortcuts bar and choose Print from the pop-up menu.
- Choose File > Print.

The Print Selected Photos dialog box appears. The left side of the dialog box shows the selected photos, and the right side of the dialog box shows a preview of each page in the print job. When you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.

4 Under Layout, select Picture Package.

5 Select a picture package format from the Layout pop-up menu. Only layouts appropriate for the paper size selected in Page Setup will appear. To change the selected paper size, follow the directions in "Setting print options and preferences" on page 155.

6 Each selected photo prints on its own page. To preview each page of the print job, click the Forward and Backward buttons below the preview. It may take Photoshop Album a few seconds to update the preview.

7 When you're done setting options and previewing the print job, click Continue.

The Print dialog box appears and displays your current printer settings. The options in this dialog box are determined by your printer, not Photoshop Album. If you need more information, see your printer documentation.

Note: If you're using photo paper, be sure to go to Page Setup and select the correct paper type.

8 Click Print.

Printing a contact sheet

A contact sheet shows thumbnails of each photo you select in the photo well. You can choose to print captions, filenames, dates, and page numbers. Printing a contact sheet is useful for creating a printed copy of your catalog.
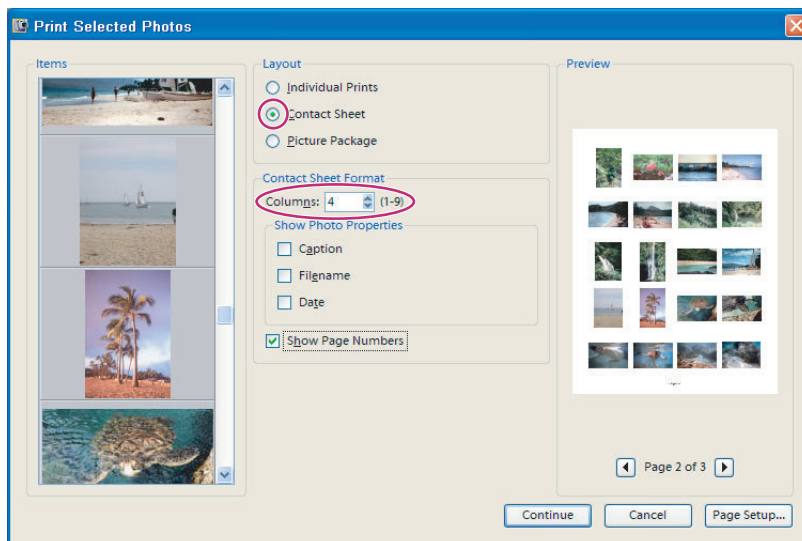
Printing contact sheets

To print a contact sheet:

1 Make sure that your printer is on and connected to your computer.

2 Select one or more photos or video clips you want to print (see "Selecting photos, video clips, audio clips, and creations" on page 100).

Note: If you select a video clip, only the first frame of the clip will be printed.

3 Do one of the following:

• Click the Print button 🖶 in the shortcuts bar and choose Print from the pop-up menu.

• Choose File > Print.

The Print Selected Photos dialog box appears. The left side of the dialog box shows the selected photos, and the right side of the dialog box shows a preview of each page in the print job. When you change a print option, Photoshop Album updates the preview. This may take a few seconds, depending on how many photos you're printing.

4 Under Layout, select Contact Sheet.

5 Type the number of columns you want in the Columns text box.

6 Select or deselect other page format options:

Captions: Prints any notations you attached to the photo.

Filename: Labels the thumbnails using their source image filenames.

Date: Prints the date the photo was taken or imported.

7 Select Show Page Numbers to print page numbers at the bottom of each page (if your contact sheet is more than one page long).

8 To preview each page of the print job, click the Forward button ▶ or the Backward button ◀ below the page preview. It may take Photoshop Album a few seconds to update the preview.

9 When you're done setting options and previewing the print job, click Continue.

The Print dialog box appears and displays your current printer settings. The options in this dialog box are determined by your printer, not Photoshop Album. If you need more information, see your printer documentation.

Note: *If you're using photo paper, be sure to go to Page Setup and select the correct paper type.*

10 Click Print.

Using online services

The Online Services features allow you to send images from Photoshop Album to remote service providers. The service list may be updated each time you select the Online Services command, so check it occasionally for new services. After you've created a photo album, you can have it printed and bound by an online service. For more information on setting up online services, see <u>"Adding online services" on page 160</u>.

Adding online services

The first step to using online services is to register with one of the available online service providers. Then, you'll need to create an account with the selected provider, if you don't already have one. Once you register, you'll be able to use the service with just a few clicks.

To get set up for using an online services provider:

1 Choose Online Services > Manage Accounts.

2 In the dialog box, select the service type and the name of the service provider you'd like to use.

3 Click the Select button to add the service provider.

4 Follow any directions to complete the registration process for the selected provider.

Ordering prints from online services

It's easy to order prints from an online service. Before you order, make sure that your photo's resolution is good enough so the printed photo looks good (see "Working with photo resolution" on page 144).

Note: *If you want to have a creation printed by an online service provider, follow the directions in* "Ordering from online services" on page 136.

To order prints:

1 Select the photo or photos you want to have printed.

2 Choose Online Services > Order Prints, and then choose a service from the list.

3 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

4 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

Sharing photos using online services

Some online services providers allow you to post your photos to a Web site so you can share them with your friends and family. First, you need to add a sharing service (if available) by following the directions in "Adding online services" on page 160.

To share photos:

1 Select the photo or photos you want to share.

2 Do one of the following:

- Click the Share button 👥 in the shortcuts bar, and then choose Share Online from the pop-up menu.

- Choose Online Services > Share Services, and then choose a service from the list.

3 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

4 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

To download shared photos:

1 Choose Online Services > Download, and then choose a service from the list.

2 The first time you use a provider, an End User License Agreement appears. Click the Agree button to continue.

3 A screen appears to let you know that you've left the Adobe Photoshop Album program. From this point, if you need help, refer to the service provider's customer service or help system.

Checking for new online services

Service providers and new services are added from time to time. It's a good idea to check for them periodically to make sure that you're up to date.

To check for new online services:

1 Choose Online Services > Check for New Services.

2 A dialog box appears as Photoshop Album checks the services for changes.

3 New services are installed on your computer.

Shortcuts

Navigating

Result	Action
Moves selection in photo well, calendar, and creations up/down/left/right	Up Arrow/Down Arrow/Left Arrow/Right Arrow
Moves up in photo well and creations without changing selection.	Page Up
Moves down in photo well and creations without changing selection.	Page Down
Moves selection in photo well and creations to first item and scrolls view to it. Displays first item in day/month/year in calendar.	Home
Moves selection in photo well and creations to last item and scrolls view to it. Displays last item in day/month/year in calendar.	End
Adds to selection in photo well and creations	Shift + Up Arrow/Down Arrow/Left Arrow/ Right Arrow
Double-clicks selection in photo well	Enter
Moves through controls	Tab
Selects control	Spacebar

Fixing photos

Result	Action
Goes to previous photo in Before, After, and Before & After views	Page Up
Goes to next photo in Before, After, and Before & After views	Page Down
Rotates photo clockwise	Ctrl + Right Arrow
Rotates photo counter-clockwise	Ctrl + Left Arrow

Zooms in	Ctrl + +
Zooms out	Ctrl + –
Views at 100%	Ctrl + Alt + 0
Fits in preview window	Ctrl + 0
Undoes	Ctrl + Z
Redoes	Ctrl + Y
OK	Enter
Cancels	Esc
Moves selection area 1 pixel up/down/left/right (when removing red-eye or cropping) after you use the Tab key to highlight selection area	Up Arrow/Down Arrow/Left Arrow/Right Arrow
Moves selection area 10 pixels up/down/left/right (when removing red-eye or cropping) after you use the Tab key to highlight selection area	Shift + Up Arrow/Down Arrow/Left Arrow/Right Arrow
Enlarges selection area (when removing red-eye or cropping) after you use the Tab key to highlight selection area	+
Shrinks selection area (when removing red-eye or cropping) after you use the Tab key to highlight selection area	–

Viewing slideshows

Result	Action
Starts slideshow	Ctrl + Spacebar
Show next slide	Right Arrow, Down Arrow, Page Down, or Spacebar (if slideshow is not set to automatically advance frames)
Shows previous slide	Left Arrow, Up Arrow, or Page Up
Goes to first slide	Home
Goes to last slide	End
Pauses slideshow	Spacebar (if slideshow is set to automatically advance frames)
Ends slideshow	Esc

Viewing the calendar

Result	Action
Goes to subset view (day > month > year)	+/=
Goes to superset view (year > month > day)	-/_
Starts automatic sequencing in day view	Enter
Goes to day view when in month/year view	Enter
Displays next photo on selected day	.
Displays previous photo on selected date	,
Moves to next day/month/year in calendar.	]
Moves to previous day/month/year in calendar.	[

Making creations

Result	Action
Goes to Step 1	Alt + 1
Goes to Step 2	Alt + 2
Goes to Step 3	Alt + 3
Goes to Step 4	Alt + 4
Goes to Step 5	Alt + 5
Goes to Step 6	Alt + 6

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